

A

**Abandoned Baby:** (TN Code Annotated *TCA 36-1-142*) The voluntary delivery of an unharmed infant aged seventy-two (72) hours or younger, by a mother to a health care facility employee at such facility. The mother must deliver the baby without expressing any intention that she desires to have the baby returned.

**Abandonment:** Foster Care: The willful failure by a biological parent or legal guardian to visit (more than token visitation) or to provide financial support to a child for a period of more than four consecutive months. Abandonment is one of the legal grounds for termination of parental rights. *TCA 36-1-102, 113*

**Abandonment:** CPS: Deliberate absence of the parent or other caretaker for an extended period with no plan or an inadequate plan or provision for the child's care. It may include:

- a) Abandonment of the child in the child's own home, in day care or in substitute care;
- b) Abandonment of the child in a car, on the highway or in a public place;
- c) Child left in the care of a suitable caregiver but without proper planning or consent. The caregiver leaves the child but does not return when scheduled or has a history of leaving the child without providing essentials for care (e.g., diapers, formula).

**Absconder:** A delinquent offender who hides, conceals, or absents him/herself from a non-secure setting with the intent to avoid custody or supervision by DCS. **(For the purposes of DCS - A JJ child/youth that leaves a non-secure placement or a probation or aftercare case whose location is unknown.)**

**Abuse:** Abuse exists when a person under the age of eighteen (18) is suffering from, has sustained or may be in immediate danger of suffering from or sustaining a wound, injury, disability or physical or mental condition caused by brutality, neglect or other actions or inactions of a parent, relative, guardian or caretaker. *TCA 37-1-102 (1); 37-5-103(1);*

**ACD Report:** Addition, Correction, Deletion Report for State personal property.

**Accreditation:** The formal evaluation of an organization against accepted criteria or standards. A professional society, non-governmental organization, or a governmental agency may conduct accreditation activities. A COA-accredited organization has undergone a period of rigorous self-study and is capable of providing programs and services that meet or exceed COA standards.

**Acid Fast Bacteria (AFB):** The acid-fast stain is a test used to examine a specimen for the presence of microorganisms, specifically mycobacteria that include the bacteria that cause tuberculosis.

**Acknowledgment of Donation Form:** A legal document used by the State of Tennessee that serves as a receipt for the donor and which identifies the items donated.

**Acquired Immodeficiency Syndrome (AIDS):** A result of human immunodeficiency virus (HIV) infection, which makes the immune system less able to fight infection. According to The Centers for Disease Control and Prevention guidelines, a CD4+ T-cell count below 200/mm in the presence of HIV infection constitutes an AIDS diagnosis. An HIV-infected person receives a diagnosis of AIDS after developing one of the CDC-defined AIDS indicator illnesses. An HIV-positive person who has not had any serious illnesses also can receive an AIDS diagnosis on the basis of certain blood tests (CD4+ counts).

A positive HIV test result does not mean that a person has AIDS. A diagnosis of AIDS is made by a physician using certain clinical criteria (e.g., AIDS indicator illnesses). Infection with HIV can weaken the immune system to the point that it has

difficulty fighting off certain infections. These types of infections are known as "opportunistic" infections because they take the opportunity a weakened immune system gives to cause illness. Many of the infections that cause problems or may be life threatening for people with AIDS are usually controlled by a healthy immune system. The immune system of a person with AIDS is weakened to the point that medical intervention may be necessary to prevent or treat serious illness. Today there are medical treatments that can slow down the rate at which HIV weakens the immune system. There are other treatments that can prevent or cure some of the illnesses associated with AIDS. As with other diseases, early detection offers more options for treatment and preventative care.

**Active Records:** Records that are used frequently to conduct business.

**Additional Employment:** Any additional job held regardless of number of hours or frequency that results in income to the employee.

**Adjudicate:** To pronounce, decree or settle in the exercise of judicial authority in a properly constituted court of law.

**Adjudication:** The outcome of the Court's process to determine the validity of allegations made in a petition or complaint. Children and youth under DCS supervision or in DCS custody may be adjudicated dependent/neglect, unruly, or delinquent.

**Adjudicatory Hearing:** The Court hearing or trial at which the validity of the allegations of the petition or complaint is determined.

**Administer:** The giving or application of a single dose of a drug to a patient by authorized health care personnel or caregiver by ingestion, injection, inhalation, or other means. **Medical**

**Administrative Leave:** Leave that is considered to be necessary for the proper operations of the agency or welfare of the employee. **DCS Personnel**

**Administrative Leave With Pay:** Leave with pay when an employee is removed from normal duties at the convenience and discretion of the appointing authority. **DCS Personnel**

**Administrative Officer of the Day (AOD):** The individual designated by an assistant commissioner to receive telephone incident reports from DCS facilities after normal business hours. **Youth Development Centers**

**Admissible Evidence:** Evidence that, under the technical rules applying in various kinds of judicial or administrative cases, may properly be presented to the Court.

**Adoption:** The social and legal process of establishing by Court order, other than by paternity or legitimization proceedings or by voluntary acknowledgment of paternity, the legal relationship of parent and child. *TCA 36-1-102*

**Adoption Assistance:** The federal IVE or state incentive programs available to adoptive parent(s) adopting special needs children to assist them in meeting the child's maintenance, medical, psychological, or other needs.

**Adoption Assistance and child Welfare Act of 1980 (AACWA):** Comprehensive federal legislation that outlined states' responsibilities in preventing removal of children and reunifying families through the use of reasonable efforts; required each child have a plan for achieving a permanency goal; enlarged the scope of judicial oversight in juvenile court proceedings; and provided support for families adopting special needs children. (P.L. 96-272)

**Adoption Decree:** See Final Decree of Adoption.

**Adoption Petition:** The legal document that specifies the prospective adoptive family's intent and appropriateness to adopt a child and which seeks the establishment of legal relationship of parent/child.

**Adoption Record:** For purposes of this manual, it is the confidential records, reports, or documents maintained in any medium by the department's staff, a licensed child-placing agency or a licensed clinical social worker which contain any social, medical, legal or other information concerning a child who is placed for the purpose of adoption.

**Adoption and Safe Families Act of 1997 (ASFA):** Federal legislation aimed at improving states' response to children and families in the child welfare system. ASFA shortened the time line for achieving permanency, required reasonable efforts be made to find a permanency placement for the child when reunification is not possible, identified cases in which reasonable efforts to prevent removal and reunify the family may not be required, and dictated circumstances under which states must file petitions to terminate parental rights. The act also created incentives for states to increase adoptions. (P.L. 105-89)

**Adoptive Parent(s)/Family:** The person(s) who have been made the legal parents of a child by the entry of an order of adoption.

**Advocate:** A knowledgeable individual familiar with departmental policies and grievance procedures.

**Advocacy Contractor:** A contracted advocacy agency that assists children in DCS custody in exercising their right to appeal TennCare services.

**AFCARS:** Adoption and Foster Care Analysis and Reporting System. AFCARS collects case level information on all children in foster care for whom State child welfare agencies have responsibility for placement, care or supervision and on children who are adopted under the auspices of the State's public child welfare agency. AFCARS also includes information on foster and adoptive parents.

**Aftercare:** The period of supervision of a delinquent youth beginning at release from the custody of the Department of Children's Services and continuing until the youth is removed from legal supervision.

**Affidavit:** A written declaration or statement of facts, made voluntarily, and confirmed by the oath or affirmation of the party making it, taken before an officer having authority to administer such oath.

**Affirmative Action Plan:** A written document that indicates the goals, timetables, programs, and personnel assignments by which an organization ensures that all employees and prospective employees are provided with equal employment opportunity.

**Agency:** A child welfare agency, regardless of whether such agency is licensed or approved, and includes the Department of Children's Services. TCA 37-2-402

**Aggravated Battery:** To attack or strike another person with a weapon or cause serious bodily injury. DOE

**Aid to Families with Dependent Children (AFDC):** A federal funding source that has been replaced by Temporary Assistance to Needy Families (TANF) funding.

**Alcoholism:** a chronic disease with genetic, psycho-social and environmental factors influencing its development and manifestations; it is characterized by preoccupation with the drug alcohol and used despite adverse consequences; its

essential features are either a pattern of pathological alcohol use or impairment in social or occupational functioning due to alcohol, either in tolerance or withdrawal.

**Allegation:** A charge or claim of fact in a report of child abuse or neglect or in a petition. It must be proven if the report or petition is to be found true. The abuse report lists specific events, injuries, or threats (such as cuts, bruises, welts, or medical neglect) referred to as the report allegations. The report also suggests the type of allegation (such as physical abuse, neglect, sexual abuse, or emotional abuse as an introduction to the report's specific allegations.

**Alleged Father:** The person who is named by the mother as the father or a putative father according to conditions listed in *TCA 36-1-117* which is the putative father registry.

**Allotment Code:** A five-digit number that is assigned to each DCS institution/division.

**Allowance:** Funds made available for the personal use of children/ youth who are in the custody of the Department of Children's Services.

**American Corectional Association (ACA):** The private, nonprofit organization that administer the only national accreditation program for all components of adult and juvenile corrections. Their purpose is to promote improvement in the management of correctional agencies through the administration of a voluntary accreditation program and the ongoing development and revision of relevant, useful standards. The requirements of the process are the same for all types of agencies-state, county, federal, and private. All programs and facilities sign a contract, pay an accreditation fee, conduct a self- evaluation, and have a standards compliance audit by trained ACA consultants prior to an accreditation decision by the Board of Commissioners. Once accredited, all programs and facilities submit annual certification statements to the ACA. Also, at the ACA's expense and discretion, a monitoring visit may be conducted during the initial three-year accreditation period to ensure continued compliance with the appropriate standards.

To be eligible for accreditation, an agency must be part of a governmental entity or conform to the applicable federal, state and local laws and regulations regarding corporate existence. The agency must:

1. Hold under confinement pretrial or pre-sentenced adults or juveniles who are being held pending a hearing for unlawful activity;
2. Hold under confinement sentenced adult offenders convicted of criminal activity or juveniles adjudicated to confinements;
3. Supervise in the community sentenced adult or adjudicated juvenile offenders, including youth placed in residential settings; and/or
4. Have a single administrative officer responsible for agency operations.

**American Correctional Association (ACA) Audit:** An audit conducted by a Visiting Committee from the ACA that audits a DCS facility to measure the facility's operation against ACA standards, based on the documentation provided by the facility. In addition to auditing standards documentation, the Committee will evaluate the quality of life or conditions of confinement.

**American Correctional Association (ACA) Files:** American Correctional Association standards files. A separate file prepared for each ACA standard with the appropriate documentation to support compliance with each standard.

**American Correctional Association (ACA) Standards:** Nationally recognized benchmarks that provide administrators with the opportunity to develop a plan for upgrading facilities, programs, and procedures. The standards assist administrators in working effectively with the Courts, legislatures, and the public.

**Americans With Disabilities Act of 1990 (ADA):** Title II of the ADA protects individuals from discrimination on the basis of disability by state and local government (Public Entities). It applies to all programs, activities, services and employment

of all state and local governments. Basically everything a state or local governmental entity does must be accessible to persons with disabilities. (Refer to Personnel Resource Manual, Procedure Memos Section.)

**Annual Audit:** A detailed monitoring, observation and written evaluation of the level of compliance with DCS policies and procedures and of the physical condition of all DCS facilities.

**Arson:** The act of willfully and maliciously setting fire to or burning, causing to be burned, or aiding, counseling, or procuring the unauthorized burning of any property, building, or any other structure, whether one's own property or that of another, and causing or having the potential to cause significant damage to person or property.

**Assault and Battery:** The execution of an attempt to hit or strike another person with the intent to cause bodily harm.

**Assault:** An attempt (or the unequivocal appearance of an attempt) to do bodily injury with force or violence to another person, accompanied with the apparent present ability to do so.

**Assessment:** The ongoing process that is the foundation for all case management decisions made for families and children relative to the intensity of their level of care services and type of placement. An assessment is completed initially on every appropriate case type and then is updated accordingly at all relevant decision making points initially and throughout the life of the case.

An evaluation, which utilizes professional expertise and skills in the collection and analysis of data to understand and describe the nature of service needs on an individual, family, or group. Assessment as in needs assessment, is also used to determine priorities of program planning and service development to the organization as a whole.

**Assignment Category:** A category under which specific job classifications are grouped for the purpose of identifying required number of job training hours for a specific job classification.

**Attachment:** The act or process of taking, apprehending, or seizing persons or property, by virtue of a writ, summons or other judicial order, and bringing same into the custody of the Court for the purpose of securing satisfaction of the Court's judgment.

**Attorney ad Litem:** An attorney appointed by a Court to represent the wishes and interests of an individual during Court proceedings for determining the need for a conservator.

**Automated Client Certification and Eligibility Network for Tennessee (ACCENT):** The family assistance information system that helps determine if a family meets the criteria for AFDC/food stamps/Medicaid.

**Autopsy:** An autopsy, also known as a post-mortem examination, is a medical procedure that consists of a thorough examination performed on a corpse after death, to evaluate disease or injury that may be present and to determine the cause and manner of a person's death. There are two types of autopsies. (1) a forensic autopsy is done for medical-legal purposes and (2) a clinical autopsy is performed to determine a cause of death for research and educational purposes.

**Aversive stimuli:** Painful or noxious stimuli, which are employed to reduce the frequency of or to eliminate problem behavior. (State of Tennessee MHDD)

## B

**Behavior Support and Management:** The use of specialized interventions to guide, control, and redirect client behaviors. Examples of behavior management approaches used in residential treatment settings include mediation, time out, locked seclusion, and physical restraint.

**Behavioral Disorder:** A pattern of disturbed behavior that persists over a period of months or years and which results in clinically significant impairment in social, academic, or occupational functioning.

**Behavioral Health Organizations (BHO):** Managed care organizations for the delivery of mental health care through the TN Care Partners program.

**Beneficiary:** The child for whom the Department of Children's Services maintains an account in the Collective Fund.

**Birth Family:** Members of a child's birth mother's and/or birth father's families. (SACWIS-Biological Family)

**Birth Father:** The biological father of a child; sometimes referred to as natural father; may or may not be the Legal Father. (For example, an adoptive father becomes the legal father when an adoption is legally finalized.)

**Birth Mother:** The biological mother of a child; may or may not be the legal mother. For example, an adoptive mother becomes the legal mother when an adoption is legally finalized.

**Birth Parent(s):** The biological parents of a child.

**Board of Claims:** Board established by law that may approve payment of claims against the state.

**Broker Day Care:**

**Bumping:** Employee action that displaces another in the same job classification as a result of a reduction in force.

**Burglary:** Entering a house, building, room and/or any institutional areas specifically secured from or forbidden to youth with the intent to commit a major offense.

## C

**Cardiopulmonary Resuscitation (CPR):** A life saving procedure that includes the timed external compression of the anterior chest wall (to stimulate blood flow) by pumping the heart, and alternating with mouth-to-mouth breathing to provide with oxygen.

**Career Service Employee:** An employee appointed to a career service position, certified from a civil service register, which has completed an initial probationary period and has acquired all civil service rights.

**Caretaker:** Person responsible for a child's care, whether that person is a parent, legal guardian, or an adult temporarily in a parent's role, as in institutional or out-of-home settings.

**Case Aide:** An individual who was hired to assist case managers in their routine job performances.

**Case Manager:** A DCS employee responsible for providing case management services to children under the State's supervision, in State custody, or at risk of State custody and their families.

**Case Recordings:** The ongoing chronological narrative recorded by a case manager that serves to document each contact or to document any activity related to the case.

**Case File/Record:** A written compilation that describes the client and the services delivered. Records can be in hard copy and/or electronic format. The case record can be used as a source of information for quality improvement or other evaluation activities, for research purposes, or to demonstrate accountability to funding bodies.

**Case Manager:** A DCS employee responsible for providing case management services to children under the State's supervision, in State custody, or at risk of State custody and their families.

**Cause of death:** A medical determination or finding based on evidence and opinion. It is the final disease, injury, or complication directly causing death.

**Certification of Need for Residential Mental Health Services:** The written statement of a licensed physician or a psychologist licensed as a health service provider that a child/youth is mentally ill and in need of mental health services which cannot be provided at an appropriate Tennessee Department of Children's Services facility or contract agency and that can be provided at an appropriate psychiatric hospital.

**Chafee Foster Care Independent Living (CFCIP):** A new Federal Independent Living Law (Public Law 106-169) that was enacted in 1999 to assist States and localities in establishing and carrying out programs designed to assist foster youth likely to remain in foster care until 18 years of age and youth who have left foster care because they attained 18 years of age, have not yet attained 21 years of age, to make the transition from foster care to independent living.

**Chain of custody:** Refers to the proper handling and tracking by obtaining proper signatures of confiscated property that may be used as evidence.

**Check:** A written order to a financial institution to pay the amount stated with the availability of funds at the time of writing.

**Chemical Agent:** Chemical agent is an active substance, such as tear gas, used to deter activities that might cause personal injury or property damage. (ACA)

**Chemical Restraint:** Chemical Restraint is a psychoactive drug or medication that is used to temporarily and involuntarily immobilize an individual or otherwise limit a person's freedom of movement. Psychotropic medication shall not be used as a means of control or discipline of children or for the convenience of the treating facility. Chemical restraints are different from the ongoing use of medication for the treatment of symptoms of underlying psychiatric illness.

**Child(ren):** Any person(s) under eighteen (18) years of age. T.C.A. § 36-1-102(11). [A person 18 years or older may not be committed to or remain in the custody of the Department of Children's Services by virtue of being adjudicated dependent and neglected or unruly. T.C.A. § 37-1-102(4)(c).]

**Child Abuse Agency:** Any person, corporation, or agency which undertakes to or does provide any services to any nature whatsoever, including but not limited to emergency shelter care, homemaker services, or parent training services designed to prevent, or treat child abuse or neglect. This shall not apply, however, to a person licensed by the State of Tennessee to practice medicine or psychology while in the course of such practice nor shall it apply to any school, hospital, mental health center, or similar institution operated or approved by an agency or department of the State of Tennessee. Nor shall it apply to any church or church-related organization.

**Child Abuse Review Team (CART):** A legally mandated multi-disciplinary advisory team to provide case reviews and consultation for all cases in which DCS reports to the juvenile Court a finding of indicated child abuse. The team is composed of at least a representative of DCS, who serves as team coordinator; a physician; a psychologist or psychiatrist; a social worker; a representative of the local juvenile Court, if requested by the juvenile judge; a representative of the local law enforcement agency, if requested by the district attorney general after notification. DCS chooses its representatives and all other persons on the team except for the representatives of the local law enforcement agency and the local juvenile Court, who are chosen by the chief officer of their respective operating units.

**Child-Placing Agency:** Any institution, society, agency, corporation, or facility that places children in foster homes for temporary care or for adoption. A license issued to a child-placing agency shall also include all boarding homes and family day care homes approved, supervised, and used by the licensed agency as a part of its work.

**Child Protective Investigative Team (CPIT):** A legally mandated multi-disciplinary team that conducts an investigation of alleged sexual abuse. A CPIT includes one DCS Case Manager, one representative from the District Attorney's office, one juvenile Court officer or investigator from a Court of competent jurisdiction, one properly trained law enforcement officer with county-wide jurisdiction from the county where the child resides or where the abuse/neglect occurred, the director of the Child Advocacy Center or designee, and one representative from the mental health profession (optional).

**Child Protective Services (CPS):** A program division of DCS whose purpose is to investigate allegations of child abuse and neglect and provide and arrange preventive, supportive and supplementary services.

**Child Protective Services Intake:** The process that CPS staff follow in accepting oral or written complaints, referrals, reports or allegations of child abuse or neglect for possible investigation. This process involves the gathering of information to determine if the reported concerns meet the criteria for investigation and identifying the appropriate CPS response time.

**Child Sexual Abuse:** Commission of any act involving the unlawful sexual abuse, molestation, fondling or carnal knowledge of a child as stated in TCA 37-1-602. The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct, or the rape, and in cases or caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.

**Child Support:** is Court ordered or voluntary money payments made to or on behalf of a child by the parent(s) (legal or natural parent(s) who admit(s) paternity). Child support paid while a child is in the custody of the Department of Children's Services may be used to reimburse the State for the child's board payment and other costs of care in compliance with applicable state and federal laws and regulations.

**Child Welfare Benefits Counselor (CWBC):** The DCS staff that is assigned to process the Benefits Application and establish a foster child's eligibility for federal benefits. CWBC's are responsible for certifying a foster child's eligibility for Title IV-E foster care, Medicaid and coordinating the federal application process for SSI, Title II social security, and veteran's benefits.

**Child Welfare Benefits Unit (CWBU):** A group of Counselors and Field Supervisors who help to maximize all non-state funding sources used to pay for a custodial child's cost of care. The unit seeks to secure and ensure that all possible financial benefits (Title IV-E, TennCare, SSI, Social Security, etc.) for which custodial children are eligible are claimed on their behalf.

**Child Welfare League of America (CWLA):** The Child Welfare League of America (CWLA) is the oldest and largest national non-profit organization developing and promoting policies and programs to protect America's children and strengthen America's families.

The Child Welfare League of America, in cooperation with the state child welfare agencies, presents the nation's first comprehensive, interactive child welfare database: the National Data Analysis System (NDAS).

**Child's Attorney:** The attorney appointed by the Court, or retained by the child or his/her family to represent the wishes of the child. The child's attorney differs from the Guardian ad Litem in that the Guardian ad Litem represents the child's best interests to the Court even if the child's best interests differ from what the child wants.

**Children in Special Living Arrangements (CSLA):** Is a category of TennCare that provides medical services to eligible children under the age of twenty-one (21) who are in foster homes or private institutions. The children may have been placed in the foster home or private institution by a public or private non-profit agency and DCS is making some payment for their care. CSLA pays for many kinds of medical services, including some care for doctors, dentists, hospital visits, medicines, medical equipment, etc.

**Children's Program Outcome Review Team (CPORT):** A team under the direction of the Tennessee Commission on Children and Youth that reviews a random sample of children in state custody. The CPORT process includes a review of records and structured interviews with the following: child, if age appropriate; parents(s); caregiver (foster parent or direct-care staff in a facility); case manager (usually two in Tennessee, home county and residential case manager); teacher or other school representative; representative of the Court ordering custody; any other relevant service provider (Guardian ad Litem, therapist, etc.); and any other significant/relevant person (relative, friend, coach, etc.).

**Children's Plan Financial System (ChiPFInS):** The computer system, Children's Plan Financial System, which pays the foster care board payments and clothing allowances for children residing in DCS foster and adoptive homes.

**Chlamydia:** This infection is now the most common of all bacterial STIs, with an estimated 4 to 8 million new cases occurring each year. In both men and women, chlamydial infection may cause an abnormal genital discharge and burning with urination. In women, untreated chlamydial infection may lead to pelvic inflammatory disease, one of the most common causes of ectopic pregnancy and infertility in women. Many people with chlamydial infection, however, have few or no symptoms of infection. Once diagnosed with chlamydial infection, a person can be treated with an antibiotic.

**Citizens Involvement Council (CIC):** A group of citizens who have incorporated for the express purpose of providing volunteer or community resources for a residential or field service program.

**Clandestine:** Held in or conducted with secrecy.

**Classification:** An on-going and comprehensive process of evaluation of a youth committed to the Department of Children's Services to identify problems and strengths, to formulate treatment recommendations, and to determine a placement based upon the individual's needs and the available resources.

**Classification Decision:** The decision as to whether or not child maltreatment has occurred and who is responsible. (CPS)

**Classification Report:** A staffing summary written as a narrative description of the proceedings from which treatment needs were identified in the five developmental areas (**Health, Education, Social Skills, Personality/Behavior, and Family Community Reunification**). This summary includes participant's comments, observations, or questions, which are not documented elsewhere. This is also the proper place to document the minority or dissenting opinion of team members regarding the youth's treatment recommendations or program placement. Recommendations for further assessments, along with any pending referrals, shall be indicated in the report. The staffing summary must clearly state the treatment recommendations and the justification for each.

**Classification Staffing Team:** A team composed of at least three (3) professional personnel who meet for the purpose of discussing diagnostic data, identifying problems and strengths, and formulating recommendations including a youth's placement(s) for youth in residential treatment facilities.

**Classification Staffing:** A meeting called for the purpose of discussing diagnostic data, identifying problems and strengths, formulating recommendations and deciding a student's placement.

**Classification Summary:** The final report of the classification staffing team summarizing the results of a youth's evaluation, which includes the youth's problems, identifies the youth's strengths and treatment goals.

**Closed Case File:** Records that were maintained according to legal and/or organizational requirements that are eligible for disposition due to the termination of the physical custody, control, supervision and/or support services of a child by the Department of Children's Services.

**Clothing Allotment:** Funds approved under a fee schedule provided by the Department of Children's Services on a periodic basis to purchase clothing for children/youth.

**Collateral Contacts:** (CPS) Persons who are providing information for a child protective investigation but who are not subjects of the report.

**Collateral(s); Collateral Contacts:** Persons providing information about a child or family.

**Collective Fund:** The collection of children's accounts used to account for the receipt and disbursement of benefits received from the federal government and to provide for the current and future needs of children in state custody. Benefits currently received for children include SSA (Title II), SSI (Title XVI), RR, Black Lung, and Veteran's.

**Combustible Liquid Class II:** A liquid having a flashpoint at or above 100°F (37.8°C) and below 200°F (93°C).

**Commissioner's Review:** Juvenile law mandates special review procedures for returning severely abused children to the custody or home of a person who engages in or knowingly fails to protect children from brutality or abuse. Before the Court allows these children to have unsupervised contact with the perpetrator, the juvenile Court must receive and consider reports and recommendations prepared by the Commissioner of the Department of Children's Services (if there is a finding of severe abuse in the Court), or the Commissioner's designee (if there was no finding of severe abuse in the Court order). The Commissioner of the Department of Children's Services must review the following:

- ◆ Adjudicated severe child abuse. In these cases the juvenile Court judge has made a specific finding of severe abuse, and the Court order includes wording to that effect. Review by the Child Abuse Review Team (CART) is also required.
- ◆ Non-adjudicated severe abuse cases involving children age 5 and under. These cases have been classified as "incident indicated and perpetrator indicated." Severe child abuse did occur but the judge did not state that finding in the Court order. Review by the CART is required.

**Commitment Orders:** An order by the court of appropriate jurisdiction signed by a judge having juvenile jurisdiction, which commits a child/youth to the care and custody of the Tennessee Department of Children's Services.

**Commitment Reduction Credits:**

**Community Activity:** An authorized absence of a youth from a facility with staff or volunteer supervision.

**Community Aftercare:** Supervision of a youth who has been released from custody and who is subject to conditions imposed by the Courts and the Department of Children's Services.

**Community Residential Facilities:** A community-based residential treatment facility (group home) staffed and operated by the Department of Children's Services.

**Community Services Agency (CSA):** A quasi-governmental agency created by an act of the legislature that focuses on the needs of children and other citizens in need of services in Tennessee through regional agencies.

**Compact Administrator:** The Commissioner of the Department of Children's Services is the designated compact administrator for Interstate Compact on Juveniles (ICJ) and Interstate Compact on the Placement of Children (ICPC) per TCA 37-4-101-106. The Commissioner has appointed staff to serve as Deputy Compact Administrator of ICJ and ICPC who shall carry out all duties and responsibilities for coordinating all activities associated with the administration of the ICJ and ICPC. (See Deputy Compact Administrator).

**Complaint:** The initial legal document or pleading in which the allegations of the plaintiff(s) have been articulated in a manner that gives the persons(s) sued notice of the lawsuit and the detailed allegations made against the person. A complaint has to be answered within a certain time frame or a default judgment can be taken against the defendant.

**Complete Blood Count (CBC):** A complete blood count (CBC) test measures the following:

- The number of red blood cells (RBCs)
- The number of white blood cells (WBCs)
- The total amount of [hemoglobin](#) in the blood
- The fraction of the blood composed of red blood cells ([hematocrit](#))
- The mean corpuscular volume (MCV) -- the size of the red blood cells
- CBC also includes information about the red blood cells that is calculated from the other measurements:
- MCH (mean corpuscular hemoglobin)
- MCHC (mean corpuscular hemoglobin concentration)

The platelet count is also usually included in the CBC.

**Concurrent Placement:** When a child has more than one placement open at the same time. (Example: A child is placed at a group home and has to go to the hospital.)

**Concurrent Planning:** In child welfare services the casework approach that focuses on timely, appropriate implementation for achieving permanence for children, whether it is reunification, relative placement, or termination of parental rights.

**Confidentiality:** An ethical and practice principle that requires the protection of information shared within a professional-client relationship. An organization that upholds confidentiality prohibits personnel from disclosing information about persons served without their written consent.

**Condition of Employment:** The employee is required to live in state-owned housing to perform functions that are elemental to his/her employment position.

**Confidential Records:** Any public record or materials which have been designated confidential by statute and includes information or matters or records considered to be privileged and any aspect of which access by the general public has been generally denied.

**Confinement for Control:** Separation of a youth in a designated area for short periods of time to enable the youth to regain self-control, i.e., youth has attempted to run away from custody. (State of Tennessee DCS)

**Confinement:** Placement of a youth in a secure environment separate from the regular population. (State of Tennessee DCS)

**Consent To Adoption:** The written authorization to relinquish a child for adoption which is given by DCS, a licensed child placing agency, a public agency of another state or country which has the authority, by Court order or by surrender to place the child for adoption and to give permission for the adoption of that child by other persons.

**Conservator:** Someone appointed by a Court, to which an individual's rights have been transferred. For example, the right to make decisions about treatment or medical care may be transferred from the individual to the conservator, giving the conservator the authority to consent or refuse medical treatment on behalf of the individual.

**Consequences:** A logical or natural conclusion (cause and effect) following a behavior that serves to increase or decrease the likelihood that a particular behavior will reoccur.

**Conspiracy:** Two or more students plotting together to riot, escape, and/or cause injury to persons or cause serious destruction or theft of property, together with some act toward accomplishment of same.

**Constructive Removal:** A constructive removal is the assignment of legal custody of a child to the state child welfare agency, but the assignment of physical custody of a child to a party other than a parent. A physical removal of the child from the home is not required for judicial ordered constructive removals. Constructive removals makes it possible for a child to qualify for Title IV-E foster care if the state agency chooses to allow the child to continue to reside with a care giver between the time the child lived with a parent and when the child entered foster care.

**Continuum-of-Care Contract:** A service-based system of care which allows the Contractor greater flexibility in designing services for the child/family, the ability to facilitate more rapid movement of the child through the service system, and the ability to "customize" the delivery of services to each child and family in the least restrictive and most cost-efficient manner.

**Contraindication:** A symptom or condition that makes a particular treatment or procedure inadvisable.

**Constructive Abandonment:** The reasonable efforts the department has taken for a period of four consecutive months following the removal of the child to assist the parent(s) or guardian(s) to establish a suitable home for the child, but that the parent(s) or guardian(s) have made no reasonable efforts to provide a suitable home for the child, and have demonstrated a lack of concern for the child at an early date.

**Continuing Education Unit (CEU):** A designated number of contact hours given for participation in an organized, continuing education unit or extension experience under responsible sponsorship, capable direction, and qualified instruction. CEUs are approved by the American Council on Education, the Office of Educational Credit or the National Council on Continuing Education for training programs that meet their established criteria.

**Continuing Professional Education:** A variety of learning experiences (including, but not limited to, programs, workshops, seminars, courses, meetings, conferences) provided by educational, vocational, and professional institutions and vendors that meet departmental needs and enhances the employee's area of expertise.

**Continuum of Care:** a service-based system of care which allows greater flexibility in designing services for the child/family, the ability to facilitate more rapid movement of the child through the service system, and the ability to “customize” the delivery of services to each child and family in the least restrictive, and most cost-efficient manner. )

**Contraband:** Any item possessed by an individual or found within the facility that is illegal by law or that is expressly prohibited by those legally charged with the responsibility for the administration and operation of the facility or program and is rationally related to legitimate security, safety, or treatment concerns. **(State of Tennessee DCS modified)**

**Contraceptive Devices:** All medically approved supplies and procedures designed to prevent conception.

**Contract:** A legal written agreement mutually binding two parties, upon consideration, to perform services promised by one party and assented to by the other.

**Contract Agency Case Worker (1):** A staffed person through a contracted agency providing services for DCS state custody children and youth. This person works directly with the youth in custody. **(DCS)**

**Contract Agency Case Worker (2):** A staff person of a DCS contract agency providing services for DCS state custody children and youth. This person works directly with the youth in custody.

**Contract employee:** Any individual who has signed a legal, written agreement to perform services for the department.

**Controlled Substance:** Refers to any drug or other substance included in schedule I, II, III, IV, or V of 21 USC 812 or any other federal regulations. Such substances include, (but are not limited to) Marijuana, Cocaine, “Crack” Cocaine, PCP, LSD, Heroin, etc. Prescription or “Legal” drugs not prescribed by a licensed physician are also included.

**Convenience:** Any action taken by a facility to control a resident’s behavior or manage a resident’s behavior with a lesser amount of effort by the facility and not in the resident’s best interest.

**Conversions:** When negative skin test becomes positive, person is said to have converted from negative to positive.

**Corporal Punishment:** The intentional application of painful stimuli to the body in an attempt to terminate behavior or as a penalty for behavior, but does not mean aversive stimuli. **(State of Tennessee MHDD)**

**Correspondence:** Written communication, e.g., letters, post cards, greeting cards, to or from a youth that is transmitted through the United States Postal Service or any commercial carrier.

**Cost Center:** Program or location categories within the institution/division (allotment code).

**County of Venue:** The county in which a Court with competent jurisdiction may hear and determine a case.

**Court:** Chancery, circuit, or general sessions court, juvenile, probate and criminal court. Often the term “court” is used interchangeably with “judge” or “referee,” as in the statement, “The lawyer presented evidence to the Court.”

**Court Advocate Program:** A program consisting of Department of Children’s Services personnel located in each county, to facilitate the efforts of the department to assist and inform youth under the age of eighteen (18) to the Tennessee law requiring parental consent to obtain an abortion.

**Court Appointed Special Advocate (CASA):**

**Court of Jurisdiction:** The Court with the power given by the law to decide, or adjudicate, a certain type or types of cases. For example, the juvenile Court is the Court of jurisdiction to determine if children are dependent and neglected and to ratify the Plan of Care for the child.

**Court Order:** An order, decree or directive from a judge, referee or Court of competent jurisdiction over the matter at issue.

**Court Report:** The written report to the Court in response to an Order of Reference in an adoption proceeding which describes to the Court the status of the child and the prospective adoptive parent(s) or the persons to whom the child is surrendered. Such a report may be preliminary, supplementary, or final in nature.

**Court Appointed Special Advocate (CASA):** A person appointed by the Court to make recommendations regarding appropriate service and outcomes for a child in state custody.

**Cubic Foot:** The standard unit of measurement of records volume. The following conversion table will assist in converting records to cubic feet: **(DCS Records & Archives)**

1 letter-size file drawer	1.5 cu. Ft.
1 legal-size file drawer	2.0 cu. Ft.
1 letter-size open shelf – 13”	1.0 cu. Ft.
1 legal-size open shelf – 12”	1.0 cu Ft.
1 letter size lateral file 36”	2.0 cu. Ft.
3,000 letter size sheets of paper	1.0 cu. Ft.
3” x 5” cards, ten 12” rows	1.0 cu. Ft.
4” x 6” cards, six 12” rows	1.0 cu. Ft.
5” x 8” cards, four 12” rows	1.0 cu. Ft.
10,000 tab cards	1.0 cu. Ft.
200 floppy (5 ½ “)	1.0 cu. Ft.
16 Magnetic tape reels	1.0 cu. Ft.
50 (100 ft. rolls) 35 mm. Micro film reels	1.0 cu. Ft.
100 (100 ft. rolls) 16 mm microfilm reels	1.0 cu. Ft.
Standard archive storage box	1.0 cu. Ft.

**Custody:** The control of actual physical care of the child and includes the right and responsibility to provided for the physical, mental and morale well-being of the child TCA 37-1-102 (b) (8).

**Cutoff:** To cutoff records in a file means to break, or end, them at regular intervals to permit their disposal or transfer in complete blocks and, for correspondence files, to permit the establishment of new files. Cutoffs are needed before disposition instructions can be applied because retention periods usually begin with the cutoff, not with the creation or receipt, of the records. (DCS Records & Archives;

## D

**Daily Log:** A form used to document pertinent notes and activities in a DCS community residential facility (group home).

**Damaging/Destroying State Property:** The intentional and malicious destruction of State-owned property. This includes supplies, clothing, materials, and other items issued from State supplies for the personal use of students.

**Day Leave:** An authorized absence from a DCS facility by a youth for an approved program activity without direct staff supervision such as school or work.

**Day Pass:** For adjudicated delinquent youth, a Court and DCS authorized visit of no more than 4 hours with the student's family (parent/legal guardian/approved relative) in the county where the facility is located. A day pass may be for emergency situations as well as for routine visitation.

**Day Pass to Home:** For adjudicated delinquent youth, a Court and DCS authorized visit that does not exceed 8 hours to home in the physical custody of the student's family (parent/legal guardian/approved relative). A day pass to home may be for emergency situations as well as for routine visitation.

**Defacto:** Exercising power as if legally constituted.

**Defense Counsel Commission:** Commission established by law that may approve payment of private counsel for employees for incidents or causes in action occurring or arising before January 1, 1985.

**Delinquent act:** an act designated a crime under the law, including local ordinances and federal law, excluding traffic offenses other than failure to stop when involved in an accident, driving under the influence, vehicular homicide, or any other traffic offense classified as a felony. TCA 37-1-102.

An act that would be considered a crime if committed by an adult. (**American Correctional Association**)

**Delinquent child:** A child who has committed a delinquent act and is in need of treatment and rehabilitation. TCA 37-1-102

**Demotion:** A change of status of an employee from a position in one class to a position in another class of a lower salary grade.

**Department of Mental Health and Mental Retardation Liaison:** A DCS central office employee assigned to coordinate the referral and transfer process of students between DMHMR and DCS

**Departmental Bank Account:** Bank accounts in the name of a Children's Services center or division that are the responsibility of that Children's Services center or division.

**Departmental Policy Coordinator (DPC):** The staff person within DCS charged with the duties of policy development.

**Departmental Property Officer:** A staff person appointed by the Director of Facilities and Support Services to be responsible for the daily management and oversight of all state-owned property transactions for the department.

**Dependent and Neglected Child:** A child who is without a parent, guardian, or legal custodian; whose parent, guardian, or person with whom the child lives, by reason of cruelty, mental incapacity, immorality, or depravity is unfit to properly care for the child; who is under unlawful or improper care, supervision, custody, or restraint by any person, corporation, agency, association, institution, society, or other organization or who is unlawfully kept out of school; whose parent, guardian, or custodian neglects or refuses to provide necessary medical, surgical, institutional, or hospital care for the child who, because of lack of proper supervision, is found in an unlawful place; who is in such condition of want or suffering or is under such improper guardianship or control as to injure or endanger the morals or health of himself/herself or others; who is suffering from or has sustained a wound, injury, disability, or physical or mental condition caused by brutality, abuse, or neglect; who has been in the care and control of an agency or person who is not related to the child by blood or marriage for a continuous period of 18 months or longer in the absence of a Court order, and the person or agency has not initiated judicial proceedings seeking either legal custody or adoption of the child; who is or has been allowed, encouraged, or permitted to engage in prostitution or obscene/pornographic photographing, filming, posing, or similar activity and whose parent, guardian, or other custodian neglects or refuses to protect the child from such activity (TCA 37-1-102(b)(12)).

**Deputy Compact Administrator:** Designated DCS staff acting on behalf of the Commissioner as the Deputy Compact Administrator who shall carry out all duties and responsibilities for coordinating all activities associated with the administration of the Interstate Compacts on Juveniles and Placement of Children. (See definition of Compact Administrator.)

**Designee:** A person who is designated to stand in place of another.

**Desk Top Support Engineer (DSE):** The information systems staff authorized to set-up new and existing computer equipment.

**Detention:** The confinement of a child in a secure area.

**Determinate Commitment:** A commitment of a delinquent youth by the Juvenile Court to the Department of Children's Services for specified offenses (Class A felonies) for a sentence not exceeding that of Range I for an adult offender and not to extend beyond the youth's nineteenth (19<sup>th</sup>) birthday.

**Detoxification:** Treatment designed to free an addict from his/her alcohol or drug habit.

**Developmental Area:** The educational, physical, social/ emotional, and behavioral domains in which a child/youth is evaluated.

**Diligent Search:** The duty of DCS case management employees to identify all relatives and to make vigorous efforts to contact all relatives to determine if anyone can provide a permanent placement for the child. This process begins during the CPS investigation and continues until a child has been determined to be eligible for a legal risk placement. Every possible means must be utilized to identify family within the first seven (7) days of custody.

**Direct Line of Supervision:** That working relationship normally indicated by the chain-of-command or staffing chart, whereby one employee has direct authority over another. Within a Children's Services Center, the shifts are to be considered

separate units, i.e., a sergeant on the first shift does not supervise a Youth Service Officer assigned to the second shift, but the Youth Service Manager of Security does supervise all security staff within that Children's Services Center.

**Direct Placement:** The placement of a newborn child directly from the hospital with the prospective adoptive parents and prior to the initiation of any action to terminate parental rights

**Disabled Students:** Those students certified under regulations of the State Board of Education who are unable to be educated or trained adequately in regular programs without the provision of special classes, instruction, facilities, or related service, or some combination thereof. This term includes all mentally retarded students, speech and/or language impaired, deaf and hearing impaired, blind and visually limited, physically handicapped and/or other health impaired, learning disabilities, emotionally disturbed, multiple handicapped, intellectually gifted and other students who needs an abilities cannot be served a regular classroom setting.

**Discharge:** The termination of the physical custody, control, and/or supervision of a delinquent youth by the Tennessee Department of Children's Services.

**Disciplinary Advocate:** A staff member who assists the youth during the disciplinary and appellate process.

**Disciplinary Confinement:** separation imposed as a formal disciplinary sanction; separation for a period not to exceed 24 hours while the youth is awaiting a disciplinary hearing for a major rule violation and the reasonable belief that the safety of the youth or others is in jeopardy.

**Discipline:** Any action taken by a facility for the purpose of punishing or penalizing residents.

**Discipline Committee:** A committee of at least three (3) members who should represent different areas, who are appointed by the YDC Facility Administrator, authorized to conduct hearings and impose disciplinary actions that comply with the policies and procedures of the facility and who shall not be witness to the incident to be heard or be the reporting staff member.

**Dismissal:** Termination/separation of an employee for disciplinary reasons.

**Dispense:** In a DCS facility, the issuing to a patient, or to a person acting in his/her behalf, of one or more unit doses of a drug in a suitable container with appropriate labeling. Dispensing includes the act of packaging a drug, either from a bulk container or as a result of compounding, in a combination other than the original container of the manufacturer of distributor, and labeling the new container with all the information required by the state and federal law. Except for physicians or dentists, the act of dispensing is limited to licensed pharmacists and persons working under their immediate supervision and may not be performed by a nurse or other non-pharmacist. **(State of Tennessee DCS)**

“ ‘Dispense’ means to deliver a controlled substance to an ultimate user or research subject by or pursuant to the lawful order of a practitioner, including the prescribing, administering, packaging, labeling, or compounding necessary to prepare the substance for that delivery.” **TCA 39-17-402(7) Criminal Offenses; Drugs**

**Disposition:** An action taken, such as transferring, purging, destroying, microfilming, archiving, etc., regarding records that have reached the end of their retention period. File disposition normally occurs on the 21<sup>st</sup> birthday for a social service child and the 22nd birthday for a juvenile justice child. **(Records Management)**

**Disposition Hearing:** A juvenile Court hearing during which arguments are made as to what should be done with a child already adjudicated to have been abused, neglected, unruly, or delinquent. This hearing is often combined with the adjudicatory hearing, but it may be scheduled up to 15 days later if the child is in custody (or 90 days if the child is not in

custody). Further evidence is presented at this time to determine if the child will be placed in foster care, will remain in foster care or some other placement, or will remain with the parents.

**Dispositional Hearing:** A juvenile Court hearing, which may occur during the same proceeding as the adjudicatory hearing or at a later date, the Court determines what will be done with the child whom the Court has adjudicated dependent and neglected, unruly, or delinquent. Further evidence will be presented at this time to determine if the child will be placed in custody, will be placed in some other placement, or will remain in the current placement.

**Disruptive behavior:** Any acts, verbal or physical, which interrupt activities/programs.

**Distributing:** The transfer of prepackaged properly labeled, single dose medications to an individual for self- administration by the individual according to directions provided by the prescribing practitioner. The function of distribution is of a courier nature and non-health care personnel who distribute medications are responsible for delivering the right medication to the right child/youth. The responsibility for the sealed containers rests with health care personnel who pour the medication.

**Diversion CRP:** A "front end" community residential program that accepts students directly from the community.

**Division of Claims Administration:** An administrative unit of the Office of the Treasurer established to promulgate rules and regulations to ensure orderly filing, investigation, hearing, and disposition of claims brought before it by or for a state employee or against the state

**Division:** The sum of all organizational entities reporting to an Assistant Commissioner.

**DMH/MR:** Tennessee Department of Mental Health and Mental Retardation.

**Donated Property:** Any item of real or personal property given to the state by the lawful owner which is free of any legal encumbrances, except as stated.

**Do Not Resuscitate Order (DNR):** A medically binding order by a physician directing health care personnel not to initiate or continue medical treatment or artificial ventilatory support for a terminally ill patient whose heart has stopped beating or whose respiration has ceased.

**Double Back:** The period of time between when a person has a split relief schedule, completes an assigned shift, and must report for his/her next shift.

**Drug:**

1. A substance other than food, whereby its chemical nature affects the structure of union of a living organism.
2. Any controlled substance subject to testing pursuant to drug testing regulations adopted by the U.S.Department of Transportation. A covered employer shall test an individual for all such drugs in accordance with the provisions of T.C.A. § 50-9-101, et. Seq. The Commissioner of Labor and Workforce Development may add additional drugs by rule in accordance with T.C.A § 50-9-111.

**Drug Addiction:** The state of periodic or chronic intoxication produced by the repeated consumption of a drug characterized by over- powering compulsion to continue use of a drug; development of a need for increased dosages of the drug over time; and a physical dependence on its effect.

**Drug test:** Any chemical, biological or physical instrumental analysis administered by a laboratory authorized to do so pursuant to T.C.A. § 50-9-101 et seq,

**DSM:** Diagnostic and Statistical Manual of Mental Disorders.

**Due Process:** Judicial or administrative proceedings designed to safeguard the legal rights of an individual; basically it consists of giving notice of charges, allegations, changes in status, and giving the appropriate persons the opportunity to be heard or to present evidence on his/her behalf.

## E

**Early Periodic, Screening, Diagnostic and Treatment Services: (EPSD & T)** The preventive health care services provided under TennCare to children under 21. This is a required service under Federal Medicaid law and thus, is required in Tennessee's Managed Care Medicaid program that is known as TennCare. This benefit for children under 21 and is to insure that children have a comprehensive health program.

**Early Placement:** The placement of an infant with the prospective adoptive parent(s) prior to the complete termination of all parental rights.

**Education Passport:** The Education Passport is the compilation of documents that constitute the educational history for a student. It includes the Education Passport form (CS-0657) and the following documents: the school enrollment letter, vital records, academic history records, attendance/discipline records, special education records, and health information. The Education Passport is compiled by the Family Services Worker and is provided to schools upon enrollment in order to facilitate delivery of appropriate services.

**Elective Abortion:** Abortions that are initiated by personal choice.

**Electronic mail (E-mail):** A means of sending and receiving messages using a computer network.

**Electronic mail (e-mail) message:** A document created or received via an electronic mail system, including brief notes, formal or substantive narrative documents, and any attachments, such as word processing and other electronic documents, which may be transmitted with the message.

**Electronic record:** Information recorded in a form that requires a computer or other machine to process it and that satisfies the legal definition of a record according to Tennessee Code Annotated.

**Eligible case:** A child that has been determined to qualify for "welfare" benefits.

**Eligibility:** The process of determining for what "welfare" benefits a child may qualify.

**Emancipated minor:** Any minor who is or has been married or has by Court order or otherwise been freed from the care, custody and control of the minor's parents.

**Emergency:** Any event in which a child/youth placed in an out-of-home care setting poses an imminent or immediate risk of harm to the physical safety of himself/herself or other individuals.

**Emergency Confinement:** When a youth advocates to other students rebellion or violence creating a reasonable belief that such would occur. (State of Tennessee DCS)

**Emergency Counts:** Counts, conducted at times other than one of those times designated for formal counts, when anyone suspects a youth is missing.

**Emergency Impairment:** The unplanned break-down of any fire protection system and/or fire hydrants due to equipment failure.

**Emergency Mental Health Transfers:** The movement of a youth from a TDCS facility to an institute operated by the Department of Mental Health and Mental Retardation (DMHMR), Division of Mental Health, in accordance with the provisions of TCA 33-3-403.

**Emergency Pass:** For adjudicated delinquent youth, a Court and DCS authorized absence from the facility recognized by the supervisor as requiring the student's presence at home, such as serious illness/injury or death in the immediate family. Approval from the committing Court is required.

**Emergency Safety Situation:** An unanticipated child/youth behavior that places the child/youth or others at serious threat of violence or injury if no intervention occurs and that calls for an emergency safety intervention. An emergency safety intervention must be performed in a manner that is safe as well as proportionate and appropriate to the severity of the behavior, the child/youth's chronological, and developmental age, size, gender, physical, medical, and psychiatric condition; and personal history.

**Emergency situations:** Emergency situations include accidents, serious illness, fire medical emergencies, water emergencies, natural disasters, emergencies associated with outdoor activities, hostage situations, bomb threats unlawful intrusion, assaultive behavior; and other life threatening situations.

**Emergent:** Emergency or urgent medical situation.

**Emotional Abuse:** Emotional abuse includes verbal assaults, ignoring and indifference or constant family conflict. If a child is degraded enough, the child will begin to live up to the image communicated by the abusing parent or caretaker. **(State of Tennessee DCS);**

**Employee Assistance Program:** A program offered by the State of Tennessee which provides confidential and professional counseling services to assist employees and their families in resolving problems which may affect their personal and professional lives.

**Employees:** Refers to DCS employees.

**Endorsement:** The area(s) listed on a individual's teaching certificate in which the person is qualified to teach.

**Escapee:** A child or youth that has unlawfully departed from a secure location; i.e., youth development center, physical restraints or secured transportation. **(State of Tennessee DCS)**

“ ‘Escape’ means unauthorized departure from custody or failure to return to custody following temporary leave for a specific purpose of limited period, but does not include a violation of conditions or probation or parole.” **39-11-602 Criminal Offenses; Justification Excluding Criminal Responsibility**

**Essential Employee:** (Re: State housing policy) A full-time state employee who is required as a condition of employment to live in state-owned housing located at the employee's official workstation for the convenience of the appointing authority.

**Essential Employee:** (General) A full-time state employee who is required as a condition of employment to report to work during a work stoppage or emergency.

**Evacuation Diagram:** An illustration (Schematic) presenting the ideas in the fire evacuation plan. The evacuation diagram should be posted in normally occupied buildings.

**Excess Housing:** State-owned housing that is not occupied by state personnel as a requirement of employment. This housing may be occupied by non-essential state personnel and is subject to rental payments by the employee to the state.

**Ex parte review:** A judicial proceeding is said to be *ex parte* when it is taken or granted at the instance and for the benefit of one party only, and without notice to, or contested by, any person adversely interested.

**Express Mail:** Overnight delivery service via any mail carrier capable of tracking lost packages.

**Extended Over Night Pass:** An authorized visit that may exceed 48 hours to the home of the parent, guardian, visiting resource, etc. Extended holiday visits are an example of this type of pass. An extended overnight pass may be authorized for emergency situations as well as for routine visitation.

**Extortion:** To either verbally or by written or printed communication maliciously threaten to accuse another of a crime, offense or immoral act, or to do, or threaten to do, any injury to the person, reputation or property of another, with intent thereby to obtain any money, property or monetary advantage whatever; or the compel the person so threatened to do any act against his/her will.

**Extraordinary Medical Care:** Medical care that has such profound consequences that it does not fall within the scope of *Tenn. Code Ann. §37-1-140*, which provides that it is the duty of the legal custodian to determine the nature of the care and treatment of the child, including ordinary medical care, subject to the conditions and limitations of the order and to the remaining rights and duties of the child's parents or guardian. Extraordinary medical care may include but is not limited to donation of organs and/or tissue for transplantation. (AG Opinion No. 04-127)

**Extreme Necessity:** Situations in which a juvenile is judged to be (1) an immediate danger to himself/herself; (2) an immediate danger to the person or property of another, and/or (3) an immediate threat to escape the jurisdiction of the Department of Children's Services.

## F

**Facility Case Manager:** The case manager assigned to work with the child/youth at the residential program, i.e., Youth Development Center case manager, DCS Community Residential Facility (group home) case manager or contract agency case manager.

**Facility/Facilities:** (1) DCS operated residential programs. (2) Any hospital as defined by T.C.A. ~ 68-11-201(21), birthing center as defined by T.C.A. ~ 68-11-201(6), community health clinic, and any outpatient "walk-in" clinic

**Facility Furnishings:** Draperies, curtains, furniture, mattresses and bedding, upholstered or cushioned furniture, wastebaskets, decorations, and similar materials in DCS facilities that can burn.

**Facilities Safety Officer:** The DCS facility employee appointed by the Superintendent of a YDC to manage, direct, and supervise the facility fire and safety program.

**Failure to Follow Institutional Rules:** Not following in-house rules which are specifically defined and outlined in the institutional handbook. DOE

**Family Crisis Intervention Program:** is a brief intervention with families who have unruly children at risk for state custody. The intervention is designed to help the family and child through the present crisis period so they can access less intrusive community services without requiring further Court intervention and/or custodial care from the Department of Children's Services.

**Family Service Worker:** A DCS term used to identify the position previously known as the DCS Case Manager or Home County Case Manager. This person is principally responsible for the case and has the primary responsibility of building, preparing, supporting and maintaining the Child and Family Team as the child and family move to permanence.

**FNC:** Family Nurse Clinician

**Felony:** Any offense punishable by death or imprisonment for a term of one year or more. Tennessee law has various classes of felonies (A, B, C, etc.) with varying sentences for each class.

**Fighting:** A physical altercation between two or more persons without weapons. **DOE**

**Final Court Report:** The written document completed by the DCS Case Manager designed to bring the status of the proposed adoptive home and the child up to date immediately prior to finalization of the adoption and should be the last report the Court receives before finalization of the adoption by entry of an order of adoption.

**Final Decree of Adoption:** The legal document that decrees the adoption of the child by the petitioner and establishes the parent/child relationship as if the child had been born to the parent(s) in wedlock.

**Final Order of Adoption:** See Final Decree of Adoption.

**Financial Hardship:** A situation in which the parent or guardian's acceptance of a program- related financial obligation would deprive other persons in the family of basic necessities.

**Finding:** The closing of a specific allegation with a decision that the evidence does or does not lead to a reasonable conclusion that the abuse occurred. Each allegation must be closed with a finding, which will direct the classification decision of "indicated" (true) or "unfounded" (untrue).

**Fire and Emergency Evacuation Plan:** The written evacuation scheme for the premises (controlled short term evacuation) used in conjunction with the fire evacuation diagram.

**Fire Safety Inspector:** An employee(s) designated by the Superintendent to perform weekly fire safety inspections of fire and emergency equipment and procedures.

**Fire Plan:** A carefully arranged and systematic program of action formulated beforehand for attaining the organized evacuation of the premises over a period of time.

**Fiscal Officer:** Staff person in charge of the fiscal operation of an institution, group home, regional office or central office fiscal division.

**Fixed Post:** A post that requires continuous coverage throughout a specific period of time such that when an employee leaves the post for any reason, he/she must be replaced with another employee.

**FLSA:** Fair Labor Standards Act.

**Flammable Aerosol:** An aerosol required to be labeled “FLAMMABLE” under the US Hazardous Substances Labeling Act.

**Flammable Liquid:** A liquid having a flashpoint below 100°F(37.8°C) and having a vapor pressure not exceeding 40 pounds per square inch (absolute) (2069 mm Hg) at 100°F (37.8°C) shall be known as a Class I liquid.

**Flex Funds:** Monetary resources made available for the purpose of acquiring additional services or goods that can be used to prevent the need for state custody or to return a child home who is in state custody.

**Force/Coercion:** The actual use or threat of physical violence or any other unlawful act causing any person to act, move, or comply against his/her resistance.

**Forgery:** The fraudulent making or alteration of any writing to the prejudice of another’s rights. This includes falsified signatures and/or the production of false documents.

**Form:** A document containing information with blank spaces for the entry of additional information to be used by agencies of the State of Tennessee to gather information from citizens or businesses.

**Formal Counts:** Counts conducted at specific times of the day or night in an organized manner.

**Formal Education:** A course of study generally limited to educational institutions such as high schools, vocational/technical schools, colleges, and universities.

**Formal File Review:** A review established pursuant to 42 U.S.C. § 5106a(2)(B)(i) that is available to individuals whom the Department identifies or proposes to identify as a perpetrator of abuse, severe child abuse, child sexual abuse, or neglect. The Department shall use a formal file review as the sole form of due process when the information regarding the report and identity of the perpetrator shall be placed in the registry identified in Rule 02507-9-02(1)(c). The Department shall use a formal file review as the initial form of due process when the information regarding the report and identity of a perpetrator must be released to any organization identified in Rule 02507-9-02(1)(a) or (1)(b), and shall also afford the right to a hearing as provided in Rule 0250-7-9-07.

**Foster Care Review Board:** An advisory body appointed by a juvenile Court judge(s), which reviews the status of each neglected and dependent, and unruly child’s case in DCS custody at least once within the first 90 days of initial placement in DCS custody and within every 6 months thereafter.

**Foster Care Wraparound Funds:** Foster care wraparound funds are those funds available for supporting approved DCS foster homes and kinship care homes. Foster care wraparound funds are used to pay for respite care, clothing for children in care, foster parent travel, and other items or services as approved by the director of regional services.

**Foster Home:** A private home which is approved by the Department of Children’s Services or other licensed child-placing agency. Provides full time care for up to six (6) children at one time. This maximum includes birth, adopted, and foster children.

**Foster Parent:** A person who has been trained and approved by DCS or a licensed child-placing agency to provide full-time temporary out-of-home care in a private residence for children who, for various reasons, can no longer remain in their own home.

**Free Home:** A foster care placement to which DCS makes no payment for room and board.

**Frisk:** A search of a person during which such person is not required to undress (also known as “pat down”).

**Front-end Billing:** A journal voucher that is processed by the billing department without approval by the paying department.

**Full Guardianship:** The legal status of a child when all parental rights to the child have been terminated by surrender, Court order, or clearing the Putative Father Registry and DCS has guardianship of the child with the right to consent to the child's adoption.

**Funding Source:** An agency or program from which monetary benefits are received by the State for children in state custody.

## G

**Gonorrhea/Chlamydia Test (GC):** A laboratory test for detection of gonorrhea and chlamydia.

**Gambling:** The act of wagering items of value on the outcome of any event. **DOE**

**Gonorrhea:** Approximately 400,000 cases of gonorrhea are reported to the U.S. Centers for Disease Control and Prevention (CDC) each year in this country. The most common symptoms of gonorrhea are a discharge from the vagina or penis and painful or difficult urination. The most common and serious complications occur in women and, as with chlamydial infection, these complications include PID, ectopic pregnancy, and infertility. Historically, penicillin has been used to treat gonorrhea, but in the last decade, four types of antibiotic resistance have emerged. New antibiotics or combinations of drugs must be used to treat these resistant strains.

**Good Cause:** Describes conditions under which securing Title IV-D child support from one or both parents is not desirable.

**Good Cause: (CPS)** A substantial reason that affords a legally sufficient ground or reason (i.e., failure to receive notice, severe illness or other disabling condition that substantially prevents the action required).

**Goods:** Tangible items.

**Grievance Advocate:** A person selected by a youth to aid and assist that youth during the grievance process. **DOE**

**Grievance Committee for a Community Facility:** A panel composed of one student, one staff member from a community facility and the Director/designee. The Director/designee shall serve as chairperson and shall vote only in the event of a tie. In the absence of a committee member, a substitute from the nearest facility shall be appointed by the Director/designee.

**Grievance (Youth):** A complaint concerning a circumstance or action toward a youth considered to be unjust. **DOE**

**Group Care Home:** A home operated by any person, agency, corporation, or institution or any group which receives 7 to 12 children under 17 years of age for full-time care outside their own homes in facilities owned or rented and operated by the organization.

**GroupWise:** A store and deliver software system that transports messages from one computer user to another.

**GroupWise Archive:** A means of removing an important transitory message from the mailbox, that you do not want to save as a file, and placing it in the local archive directory.

**Guardian Ad Litem:** The attorney appointed to represent the best interests of the child in Court proceedings. The Guardian Ad Litem's role differs from that of an attorney for the child, in that the child's attorney is bound to do what the child, his client, directs, while the Guardian Ad Litem must represent the child's best interests to the Court, even if the child's best interests differ from what the child wants. The Guardian Ad Litem represents the child in litigation only but is not responsible for the child's care on a daily basis.

**Guardian:** Parents are natural guardians of a child. The Court may appoint a guardian for a child whose parent(s) is (are) deceased. The Court may give guardianship to DCS following a termination of parental rights. DCS may, pursuant to TCA, act as guardian when there is no natural guardian or when a minor has been abandoned. The guardian of a child, if appointed by the Court or if acting under statute, has all the duties of a parent to provide for the child's support, education, and medical care, subject only to the parent's, if any, remaining rights.

## H

**Hazardous Material:** A material or substance that exposes one to risk or harm by its chemical composition.

**Head Count:** Periodic random physical counts of youths under supervision.

**Health Care Administrator:** The employee in a DCS facility who is responsible for the administration of all health care services and serves as the health authority for that facility.

**Health Insurance Portability and Accountability Act of 1996 (HIPAA):** Health Insurance Portability and Accountability Act 1996 – federal law to promote the *portability* of insurance coverage, which waives pre-existing conditions when an employee changes jobs, and *accountability* by providing funding for, and strengthening of enforcement and compliance with healthcare regulations.

**Hearing (s):** A proceeding to determine a course of action, such as the placement of a juvenile offender, or to determine innocence in a disciplinary matter. Arguments, witnesses, or evidence are heard by a judicial officer or administrative body in making the determination.

**Hearing Officer:** A full-time staff member, appointed by the Facility administrator and authorized to conduct hearings and impose disciplinary actions that comply with the policies and procedures of the facility and shall not be the reporting staff member or a witness to the incident to be heard. **DOE**

**Hearsay:** Any oral or written statement (or non-verbal conduct made as an assertion) that is made outside of Court, when the declarant could not be cross-examined, and offered second hand in Court as evidence of the truth. Most hearsay is inadmissible evidence. There are exceptions, however. Hearsay that can be established as trustworthy, such as CPS investigation records that qualify as "contemporaneous business records," that is, records kept as a normal course of business with entries made at or near the time of the client contact, are often admissible. Statements of children under the age of 13 concerning abuse may be admitted in Juvenile or Circuit Court proceedings under Tennessee Rules of Evidence. Children's "excited utterances" made soon after the abusive act may be admissible as well as statements made to physicians to secure medical treatment. Reliable hearsay may include reports or records of medical or psychological practitioners, which are admissible at preliminary hearings.

**Home County Case Manager:** the DCS case manager who is assigned primary responsibility for working with a child and the child's family. (See Family Service Worker).

**Home Pass:** For adjudicated delinquent youth, a Court and DCS authorized visit that does not 48 hours to the student's home in the physical custody of the student's family (parent/legal guardian/approved relative).

**Home Study:** The process of assessing and evaluating relatives, kin or friends of the family to determine their suitability and willingness to provide a placement for the child before or after they come into foster care.

**Homemaker Services:** Services provided by individuals who teach parents how to care for their children or house and model how to interact with others. Also, they often become friends with the parents and become a source of support through which some of the parents' dependency needs may be met.

**Horseplay:** Rough frolicking, not to the point of fighting. **DOE**

**Housing Allowance:** A monthly pay supplement provided to essential employees when state-owned housing is not available on the business premises.

**Human Immunodeficiency Virus (HIV):** The virus that causes AIDS; a virus that weakens several body systems and destroys the body's immune system, making it easier for life threatening cancers or opportunistic infection to invade the body. This virus is passed from one person to another through blood-to-blood and sexual contact. In addition, infected pregnant women can pass HIV to their baby during pregnancy or delivery, as well as through breast-feeding. People with HIV have what is called HIV infection. Most of these people will develop AIDS as a result of their HIV infection.

These body fluids have been proven to spread HIV:

- Blood
- Semen
- Vaginal fluid
- Breast milk
- Other body fluids containing blood

These are additional body fluids that may transmit the virus that health care workers may come into contact with:

- Cerebrospinal fluid surrounding the brain and the spinal cord
- Synovial fluid surrounding bone joints
- Amniotic fluid surrounding a fetus

**Hygienic Standards:** Sanitary and health practices which promote the well-being of an individual (example: clean hair, freshly bathed body, teeth brushed, etc.)

## I

**Inter-Ethnic Adoption provision (IEAP):** IEAP is commonly referred to and used interchangeably with IEPA. This term refers to placements of children that fall within coverage provided under Section 1808 of P.L. 104-188 [42 USC 1996b], known as the Removal of Barriers to Inter-ethnic Adoption Act, which affirms the prohibition contained in the Multi-Ethnic Placement Act of 1994, against delaying or denying the placement of a child for adoption or foster care on the basis of race, color or national origin of the foster or adoptive parents or of the child involved.

**Inter-Ethnic Placement Act (IEPA):** See definition for IEAP above.

**Imminent Danger of Harm:** The substantial possibility that bodily harm or great bodily harm will come to the child in the reasonably foreseeable or immediate future, whether or not the child has already suffered bodily harm or great bodily harm, given the child's risk environment (i.e., the unique combination of child vulnerabilities, the parent's or caretaker's ability to protect and care for the child, the family's support system, and related factors); also called threat of harm; examples include: using a life-threatening weapon (even if no actual injury occurred); a severely mentally ill or psychotic parent; a parent whose substance abuse habits or other disabilities chronically place the child in hazardous situations; a parent who fears the child or fears hurting the child; a parent who has killed or seriously injured another child and has not successfully completed treatment; or any actual minor injuries that could reasonably be expected to have more serious consequences for the child if they were to occur again.

“ ‘Imminent danger’ means conditions calculated to and capable of producing within a relatively short period of time a reasonably strong probability of resultant irreparable physical or mental harm and/or the cessation of life if such conditions are not removed or alleviated.” **TCA 71-6-102(9) Welfare; Adult Protection**

**Impairment Coordinator:** The officer in charge for a particular shift who is assigned to coordinate all impairments and restoration of protection.

**Inactive case file:** Records that may have been closed, but are not yet ready for disposition.

**Inactive Records:** Those records that are referred to occasionally and not generally for the conduct of current business. These records may have been closed within the agency, but are not yet ready for disposition.

**Inclement Weather:** Severe weather in any form, i.e., storm; snow; tornadoes, hurricane, etc.

**Incident (CPS):** A report of child abuse or neglect requiring a CPS investigation.

**Independent Living:** Consists of a series of developmental activities that provide service opportunities for young people to gain the skills required to live healthy, productive, and responsible lives as self sufficient adults. The provision of Independent Living Services is required for any child in DCS custody age 16 years of age or older.

**Indeterminate Sentence:** A commitment to the Department of Children's Services for an indefinite period of time.

**Indian child:** As defined in the Indian Child Welfare Act (ICWA), "Any unmarried person who is under age eighteen and is either (a) a member of an Indian tribe or (b) eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe." For purposes of compliance with ICWA, the definition provided in the Act shall apply. For purposes of access to services and resources, other more inclusive definitions may apply (e.g. Indian Education Act, tribal definitions, etc.).

**Indian child's tribe:** As defined in ICWA, "The Indian tribe in which a child is a member or is eligible for membership or in the case of an Indian child who is a member or eligible for membership in more than one tribe, the Indian tribe with which the Indian child has more significant contacts."

**Indicated Classification Decision or Incident:** An investigative disposition concluding that the allegations of maltreatment or risk of maltreatment were supported or founded by State law or State policy. This is the highest level of finding by a State agency. Substantial and material evidence which supports that an incident of abuse or neglect has occurred or the situation exists.

**Indicated Classification:** (CPS) An investigation that has been reviewed by the Team Leader (or designee) and approved as meeting the classification standard for substantial and material evidence for child abuse.

**Indicated Perpetrator:** An individual found, through a Child Protective Services investigation, to have committed neglect, child abuse or child sexual abuse.

**Individual Program Plan (IPP):** is the method used by DCS to document the needs of its youth and the provision of meeting those needs with treatment modalities. The IPP process is the basis for determining progress toward desired goals and eventual discharge.

**Individuals With Disabilities Education Act (IDEA):** A coordinated set of activities for a student, designed within an outcome-oriented process, which promotes movement from school to post-school activities, including post-secondary education, vocational training, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation. The coordinated set of activities shall take into account the student's preferences and interests, and shall include instruction, community experiences, the development of employment and other post-school adult living objectives, and, when appropriate, acquisition of daily living skills and functional vocational evaluation (*Education of the Handicapped Act Amendments of 1990, PL 101-476, section 602 (a)*).

**Individualized Educational Program (IEP):** A written record of the decisions reached by members of an M-Team stating specific educational and related services designed to meet the individual needs, interests, and abilities of each youth determined to be disabled.

**Infant:** A child aged one year and under.

**Informal Counts:** Counts conducted at irregular times.

**Information Technology Application Project:** A project in which computer hardware, software, and/or telecommunications are used to support or enhance a business process.

**Informed Consent:** Informed consent is the right of every patient to have information regarding prescribed tests or treatments including all risks related to the tests or treatments and all benefits of the tests or treatments. The patient has a right to sufficient information to allow the patient to make an informed decision about whether to consent to the treatment or tests. **(Medical)**

*Defined in the negative, as follows: (TCA 29-26-118 Proving Inadequacy of Consent)*

“In a malpractice action, the plaintiff shall prove ... that the defendant did not supply appropriate information to the patient in obtaining informed consent (to the procedure out of which plaintiff's claim allegedly arose) in accordance with the recognized standard of acceptable professional practice in the profession and in the specialty, if any, that the defendant practices in the community in which the defendant practices and in similar communities.”

**Informed Consent:** The voluntary agreement without coercion of any potential research participant after they have received the material facts regarding the nature of the research, and any benefits, risks, consequences, or inconveniences likely to be experienced or derived from participation. **(Research & Development)**

**Informed consent:** The explicit granting of permission by a consumer or his/her legal guardian to the service provider and organization to use a specific intervention or participate in research. The consent is predicated on full disclosure of the facts to enable the consumer to make a decision based on knowledge of the risks and alternatives. **(COA)**

**Institutional Review Board (IRB):** A board established to review research activities in accordance with federal regulations.

**Intake:** The process DCS case managers follow in accepting oral or written complaints, reports or allegations of child abuse or neglect for investigation. The process includes gathering the information needed to determine if a Child Protective Services investigation is warranted, determining the urgency of the situation and then initiating the appropriate response. (CPS)

**Interfering with Staff:** Any willful physical action by a youth that is intended to prevent a staff member from performing required duties. DOE

**Interim Work Review:** A planned meeting between an employee's supervisor and the employee to give positive reinforcement for satisfactory or about performance, and constructive feedback and guidance as to how well the employee is meeting the performance expectations for each job responsibility listed in the job plan for the employee.

**Interlocutory Decree:** A Court order that gives temporary legal care and custody of the child to the adoptive parents. It is issued after receipt of the order of reference report required by TCA 36-1-118. The interlocutory decree may be waived if (1) the child is by blood a grandchild, nephew, niece, or stepchild of the petitioner; (2) the child has been placed in the petitioner's home by a licensed child-placing agency or DHS; (3) the child has lived in the home of the petitioner(s) one year and that fact is certified by DCS or the executive head of a licensed child-placing agency. In the last of these three situations, the child must have lived in the adoptive home for one year and the Court can waive the interlocutory decree and enter the final decree of adoption; however, the petition must have been on file for six months before entry of the final decree. If the Court does not waive the interlocutory decree, it must enter the decree within six months of the filing of the adoption petition. Courts vary in observing these requirements, and DCS is not responsible for calling this to the Court's attention or monitoring the Court's adherence to this provision.

**In-Service Training:** Courses that provide the opportunity for further development and specialization and are offered by DCS and/or its contractors, Training Division of the Department of Personnel, and Office of Information Resources (OIR).

**Institutional Property Officer:** A staff person designated by the Superintendent to be responsible for the daily management and oversight of all state property in their respective institution.

**In-state Meetings:** (including conventions, symposiums, expositions) are not considered training since these activities typically have no specific learning objectives and activities, attendance recording, testing, and evaluation requirements.

**Interpreter:** A person who translates orally for parties conversing in different languages.

**Interstate Compact on Juveniles:** An agreement between all fifty states, the District of Columbia, Guam and the Virgin Islands authorizing out-of-state supervision of delinquent juveniles who are eligible for aftercare (parole) or probation; provides for the return to their home state of absconders, escapees and non-delinquent runaways; and includes the cooperative institutionalization of delinquent juveniles.

**Interstate Compact on the Placement of Children:** An agreement between all fifty states, the District of Columbia, and the Virgin Islands that establishes orderly procedures for the placement of children across state lines into other party states for the purpose of foster care or preliminary to an adoption and fixes responsibility for those involved in placing the child.

**Intramuscular:** Within a muscle; "an intramuscular injection"

**Investigation:** An extension of the protective service intake function. Investigation is a fact-finding and emergency service engagement process with the primary goal of protecting children from abuse or neglect.

**Isolation:** Isolation is defined as a form of seclusion. DCS does not use or recognize the term “isolation”. (See definition of seclusion).

## J

**JPEG Software:** (Joint Photographic Experts Group) An ISO/ITU standard for compressing still images. Pronounced "jay-peg," the JPEG format is very popular due to its variable compression range. JPEGs are saved on a sliding resolution scale based on the quality desired. For example, an image can be saved in high quality for photo printing, in medium quality for the Web and in low quality for attaching to e-mails, the latter providing the smallest file size for fastest transmission over dial-up connections.

**Job Performance Plan:** A standard document which lists the major job duties and responsibilities of a particular employee and which clearly defines characteristics of exceptional performance and is developed by the employee's supervisor and is approved by a reviewer.

**Job Responsibility Code:** A four-digit number from a performance evaluation catalog that identifies specific responsibilities that an employee has been assigned to carry out.

**Joint Commission on Accreditation of Health Care Organizations (JCAHCO):** The Joint Commission evaluates and accredits more than 16,000 health care organizations and programs in the United States. An independent, not-for-profit organization, JCAHO is the nation's predominant standards-setting and accrediting body in health care. Since 1951, JCAHO has developed state-of-the-art, professionally based standards and evaluated the compliance of health care organizations against these benchmarks.

**Journal Entry:** An entry to correct improperly recorded accounting transactions.

**Journal Voucher:** A transaction that transfers funds between allotment codes and/or cost centers.

**Justifiable self-defense:** A person is justified in threatening or using force against another person when and to the degree the person reasonably believes the force is immediately necessary to protect against the other's use or attempted use of unlawful force. The person must have a reasonable belief of imminent death or serious bodily injury must be real, or honestly believed to be real at the time, and must be founded upon reasonable grounds. –TCA 39-11-611

**Juvenile:** A young person under the age of 18, or as defined in the local jurisdiction as under the age of majority. (Note: In the Juvenile Justice system, a juvenile may remain in the custody of DCS until age 19.)

**Juvenile Court:** A Court with jurisdiction under Tennessee statutes to hear and decide matters pertaining to children.

**Juvenile Justice Child:** A child whose main reason for being in DCS custody is due to their committing a delinquent act.

## K

**Knowing Exposure to Danger:** Purposefully or willfully subjecting a child to conditions (or the use of force) that could reasonably be expected to be hazardous to the child's health or well-being, regardless of whether the person intended to cause bodily harm.

**Knowing Failure to Protect:** Purposefully or willfully leaving a child unprotected from abusive treatment, hazardous conditions, or the elements.

**Knowing Use of Force:** The purposeful or willful use of physical power or violence that could reasonably be expected to result in bodily harm or great bodily harm, regardless of whether the person intended to cause bodily harm.

## L

**Label:** Any written, printed, or graphic material displayed on or affixed to containers of hazardous materials.

**Law Enforcement Authority:** Any person who is an authorized agent of a law enforcement agency.

**Lawful Instructions:** Verbal or written statement which direct students to perform or cease specific activities and/or behaviors to comply with Departmental/Institutional policies, rules, and/or regulations.

**LCPA:** Licensed child-placing agency.

**LEA:** Local Education Authority

**Least Restrictive Environment:** The placement that is no more restrictive than is necessary to meet the treatment and security needs of the student.

**Least Restrictive Placement:** An out of home placement alternative that best preserves the family, or minimizes the impact of separation. Placement may involve brief stays with relatives, a shelter, or temporary foster care.

**Legal Counsel:** Representation of a juvenile by an attorney, either privately retained or court appointed, or a person who is proper or sufficient to be recognized by the law.

**Legal Father:** The child's birth father or the male established as father by the Order of Adoption or other Court orders, I.E. by legitimization or paternity.

**Legal Guardian:** See Guardian.

**Legal Mother:** The child's birth mother or the female established as mother by Order of Adoption.

**Legal Risk Child:** A child who may be at legal risk of termination of parental rights and/or for whom reasonable efforts for reunification are not required or for whom no efforts to reunify are reasonable.

**Legal Risk Home:** A foster home placement with an approved adoptive family who has been advised of the child's legal status (the parent's rights have not yet been terminated, but termination appears imminent), and this family has been specially trained to deal with this situation and stands ready to adopt if adoption becomes possible.

**Legal Risk Parents:** Parents who can make a permanent commitment to a child for whom reasonable efforts for reunification with parents are not required and for whom there is a high likelihood of becoming legally free for adoption. (DCS Policy 31.10BA)

**Legal Risk Placement:** The placement of a child (who has a sole permanency goal of adoption and for whom the goal of return to parent has been definitively eliminated as an option) with a dually approved adoptive/foster family who has committed to adopting the child when that child becomes free for adoption.

**Level I Alcohol And Drug Treatment Program:** Offers education regarding prevention services.

**Level II Alcohol And Drug Treatment Program:** Provides treatment to youth who have been identified by an assessment as alcohol and drug users.

**Level III Alcohol And Drug Treatment Program:** Youth are chemically dependent and can no longer function in their environment. They require inpatient/residential treatment at a facility other than a youth development center.

**Level 1 Evaluation:** This level of evaluation is the instructors, sponsor's and participants' assessment of the event with respect to content, format, methodology, instruction and facilities.

**Level 2 Evaluation:** This level of evaluation is the assessment of the knowledge acquired by participants (in accord with the defined purpose of the event), and based on:

- ◆ Demonstration of a taught skill with written feedback;
- ◆ An oral or written test, including the use of pre and post instruction tests;
- ◆ A project or report that demonstrates acquisition of a skill or knowledge presented in a course.

**Licensed Teacher:** Holding a valid State of Tennessee teaching certificate with enforcement in a specific subject or area.

**Licensed Child Placing Agency:** TCA 36-1-102(28) states any agency operating under a license to place children for adoption issued by the department, or operating under a license from any governmental authority from any other state or territory or the District of Columbia, or any agency which operates under the authority of another country with the right to make placement of children for adoption and which has, in the department's sole determination, been authorized to place children for adoption in this state.

**Licensed Clinical Social Worker:** For purposes of adoption services, a licensed clinical social worker is an individual who holds a license as an independent practitioner from the board of social worker certification and licensure and, in addition, is licensed by the department to provide foster care placement services and adoption placement services.

**Licensed Independent Practitioner:** An individual licensed by the State of Tennessee Health Related Boards as a:

- ◆ Medical doctor
- ◆ Doctor of Osteopathy
- ◆ Physician Assistant
- ◆ Certified Nurse Practitioner
- ◆ Nurse with a masters degree in nursing, who functions as a psychiatric nurse, and is certified to prescribe medication
- ◆ Psychologist with health service provider designation
- ◆ Licensed clinical social worker
- ◆ Licensed professional counselor
- ◆ Senior psychological examiner
- ◆ Other licensed mental health professional who is permitted by law to practice independently.

In addition, to be considered a licensed independent practitioner, the individual must be privileged by the hospital medical staff and governing body to authorize the use of restraint.

**Life Book:** A pictorial and written representation of the child's life designed to help the child make sense of his unique background and history. The life book includes, but is not limited to, birthparents, other relatives, birthplace and date and can be put together by the social workers and foster/adoptive parents working with the child.

**Limited Right:** An individual's right to review records may be limited by the applicable statutes, and the individual's proof of their "right to know."

**Liquid:** Any material which has a fluidity greater than 300 penetration, asphalt or a solid with a melting point of less than 100°F (37.8°C).

**Local policy:** a policy for a specific office, facility or location that addresses a particular subject not covered within an existing departmental policy or not covered by departmental policy.

**Lump Sum Payment or Retroactive Benefits:** Benefits received, generally SSI or SSA benefits, payable for a past period of time received as a lump sum. To the Social Security Administration, "Lump Sum Payment" generally means the \$255 death benefit paid to a surviving, living-with spouse or paid to any surviving children eligible for benefits on the date of death.

**Mace:** Any chemical agent used for control purposes. **DOE**

**Maintenance:** 1. Actual housing or housing allowance payment and/or meals provided to an employee of the State.  
2. The upkeep of property or equipment.

**Major Assets:** Equipment which costs more than \$500, which is not a permanent part of real property, and has a useful life greater than three (3) years.

**Major Violation:** When a youth commits major violations against the rules of probation or aftercare. Major violations may include, but are not limited to: crimes against person or persons; crimes against property with a value of \$500 or more; arson; carrying a dangerous weapon; substance abuse; absconding for more than 72 hours; absconding from a DCS facility, foster home/contract facility; repetitive minor violations and school expulsion.

**Maltreatment:** Any recent act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse or exploitation, or which presents an imminent risk of serious harm. **(State of Tennessee DCS)**

**Management Personnel:** staff responsible for program management, general supervision of support activities, central office management staff, superintendents, and regional administrators who do not have daily contact with or directly provide DCS services to juveniles.

**Manner of death:** A legal determination or finding based on evidence and opinion. There are six categories of manner of death:

Natural - death is a consequence of natural disease.

Accidental – unintended and essentially unavoidable death, not by natural, suicidal or homicidal manner.

Suicidal – death caused by self, with some degree of conscious intent.

Homicidal – death caused by another human.

Undetermined – not enough evidence, yet or ever, to choose the manner of death.

Unclassified – too complex to classify or unknown.

**MAPP (Model Approach to Partnerships in Parenting):** A pre-service training program that carefully assesses foster parent applicants. The training provides the opportunity for prospective foster parents to work with a case manager to assess themselves before they accept the role of foster parent.

**Master File:** A collection of documented data, regardless of media, pertaining to a child and includes information, such as demographics, assessment, treatment, service, placement, individual outcomes, education, medical, Court order, disciplinary report, permanency plan, photograph, video, etc. that shall be protected in its entirety.

**Material Safety Data Sheet (MSDS):** Written or printed material concerning a hazardous chemical prepared in accordance with OSHA 1910.1200. Also referred to as Product Safety Data Sheet.

**Maternity Homes:** Any place in which any person, society, agency, corporation, or facility receives, treats, or cares for more than one (1) illegitimately pregnant woman, either before, during, or within two (2) weeks after childbirth. Provided,

however, that licensed child-placing agencies and licensed maternity homes may use family boarding homes approved and supervised by the agency, as a part of its work, for as many as three (3) pregnant women in each home and provided, further, that the provisions of this definition shall not include women who receive maternity care in the home of a relative within the sixth degree of kindred computed according to civil law or general, or special hospitals licensed according to law, in which maternity treatment and care is part of the medical services performed and the care of children only brief and incidental.

**Maternity Pass:** An authorized absence of a pregnant youth from the facility beginning and ending at any medically appropriate time, usually from the beginning of the seventh month to the post-partum checkup.

**McKinney-Vento Homeless Education Act 2001:** Federal Law that mandates each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. (*Individuals with Disabilities Education Act, 20 U.S.C. Sec. 1400 et. seq.; McKinney-Vento Homeless Education Act of 2001.*)

**MCO (Managed Care Organization):** A system of health care delivery that influences utilization and cost of services and measures performance.

**MD:** Medical Doctor

**Medical necessity:** Medical services that are:

- ◆ Calculated to prevent, diagnose, correct or ameliorate a physical or mental condition that threatens life, causes pain or suffering, or results in illness, disability or infirmity or calculated to maintain or preclude deterioration of health or functional ability;
- ◆ Individualized, specific, and consistent with symptoms or confirmed diagnosis of the illness, disability or injury under treatment, and not in excess of the individual's needs;
- Necessary and consistent with generally accepted professional medical standards as determined by the Secretary of Health and Human Services or the state Department of Health; and
- Reflective of the level of service that can be safely provided, and for which no equally effective treatment is available.

**Mechanical Restraints:** Mechanical restraints defined as handcuffs or wristlets, chains, anklets, or ankle cuffs, or any other approved or authorized device used to limit the movement of the juvenile's body.

**Mechanical Restraint:** The use of a mechanical device that is designed to restrict the movement of an individual. Mechanical restraints shall be defined as handcuffs or wristlets, chains, anklets, or ankle cuffs, or any other DCS approved or authorized device.

**Media:** The materials on which information may be recorded. The media may include paper, microfilm, microfiche, cartridges, magnetic tapes, and optical disks. (For Records Management purposes.)

**Medicaid:** A medical assistance program for certain groups of needy Tennesseans, which includes children in special living arrangements.

**Medical Confinement:** Separation of youth in order to protect the youth health or the general population and institutional staff. Such confinement shall only be determined and ordered by a licensed physician or other qualified and authorized person acting under medical protocol.

**Medical Exam:** An exam performed by a physician, medical associate, or licensed nurse. May be requested for injuries, suspected abuse, referrals to specialists, use of force, physical force, etc.

**Medical Necessity:** Medical services that are:

- Calculated to prevent, diagnose, correct or ameliorate a physical or mental condition that threatens life, causes pain or suffering, or results in illness, disability or infirmity or calculated to maintain or preclude deterioration of health or functional ability;
- Individualized, specific, and consistent with symptoms or confirmed diagnosis of the illness, disability or injury under treatment, and not in excess of the individual's needs;
- Necessary and consistent with generally accepted professional medical standards as determined by the Secretary of Health and Human Services or the state Department of Health; and
- Reflective of the level of service that can be safely provided, and for which no equally effective treatment is available.

**Medical Pass:** For adjudicated delinquent youth, a Court and DCS authorized absence from the facility for the purpose of obtaining medical treatment or evaluation of such a duration as appropriate for medical treatment/evaluation.

**Medical Symptom:** An indication or characteristic of a physical or psychological condition.

**Medical Treatment:** Treatment, other than first aid, administered by a physician or by licensed personnel under the standing orders of a physician. Medical treatment does not include first aid treatment (one time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth) even though provided by a physician or licensed personnel.

**Medication Error:** A medication error is when a prescribed medication (substance) is not administered according to physician's orders (e.g., missed dose, dose administered at wrong time or day, medication given to wrong individual).

**Medium:** Type of device used to store information, i.e., diskettes, compact disks, audiotapes, videotapes, paper.

**Member of the Professional Medical Community:** The licensed, or permitted, individuals or institutions capable of rendering corrective action to human life threatening illness or injury and for the purposes of this law, they must be on the premises of the facility in order to be able to accept the voluntary delivery of the baby.

**Mental Abuse:** Actions directed toward a youth including, but not limited to, obscene language, racial/sexual slurs, the use of consistent negative confrontation having no treatment value, threatening harm and ordering or encouraging another to do so.

**Mental Health Professional (Qualified):** A person who is licensed in the state, if required for the profession, and who is a psychiatrist; physician with expertise in psychiatry as determined by training, education, or experience; psychologist with health service provider designation; psychological examiner; social worker who is certified with two (2) years of mental health experience or licensed; marital and family therapist; masters degreed nurse who functions as a psychiatric nurse; professional counselor; or if the person is providing service to service recipients who are children, any of the above educational credentials plus two (2) years of full time mental health experience with children. *TCA 33-1-101*

**Mental Illness (mental disorder):** As determined by a mental health professional, a clinically significant behavioral or psychological syndrome or pattern that occurs within an individual and that is associated with distress or impairment in one or more areas of functioning (e.g., social or academic functioning), or is associated with increased risk of death, pain, disability, or loss of freedom.

**Mental Retardation:** Mental retardation is generally defined by an IQ score of 75 or below in a standardized individually administered measure of intelligence, accompanied by significantly impaired adaptive behavior (e.g., scores below the 10<sup>th</sup> percentile on a standardized measure of adaptive behavior); and that has an onset prior to the age of 18 years.

**MEPA:** Acronym that refers to the Multi-Ethnic Placement Act; the placement of children with families across ethnic and racial lines.

**Methamphetamine or “Meth”:** A synthetic stimulant that is produced and sold illegally in the form of pills, capsules, powder, and chunks. Methamphetamine is a drug that strongly activates certain systems in the brain. It is closely related chemically to amphetamine, but the effects of methamphetamine on the central nervous system are greater. Results from taking even small amounts of methamphetamine include increased wakefulness, alertness, sense of well-being, and physical activity. Decreased appetite is also a symptom that may lead to extreme anorexia. Increased respiration, irritability, aggressive behavior, insomnia, confusion, tremors, uncontrollable movements (twitching, jerking etc.), convulsions, anxiety, paranoia, euphoria, impaired speech, dry or itchy skin, acne, sores and numbness add to the list of effects of using methamphetamine. Cardiovascular side effects, that include chest pain and hypertension, may also result in cardiovascular collapse and death. In addition, methamphetamine causes increased heart rate and blood pressure and can cause irreversible damage to blood vessels in the brain, producing cerebral vascular accidents (strokes).

**Mildly Retarded:** Persons having IQ scores that are at least 2, but less than 3 standard deviations below the mean, in conjunction with the other criteria of mental retardation.

**Minor:** Any person under eighteen (18) years of age.

**Minor Assets and Equipment:** All items of personal property which have value requiring inventory control (\$100 or greater) which are not classified as major assets to minor sensitive equipment, and have a useful life greater than one year, (I.e., desks, tables, chairs, lamps, file cabinets, toll cabinets/chests. Hand trucks).

**Minor Sensitive Equipment:** Equipment purchased under Object Code 099 with a cost less than \$499.99 and more than \$100.00 and listed on the Sensitive Item List in the POST User’s Manual, except certain items like guns, typewriters and certain computer items which all must be tagged.

**Minor Violation:** When a youth commits minor violations against the rules of probation or aftercare. Minor violations may include, but are not limited to: curfew violations, truancy, failure to follow school rules, failure to report as directed by the case manager, absconding from supervision for less than 72 hours, failure to notify the case manager and/or gain approval before changing residence, minor traffic violations, school suspension and failure to comply with special conditions.

**Mobile Crisis Response Team:** Any one of several teams located in community agencies across the state, the members of which, are authorized by DMH/MR to evaluate and certify persons for emergency inpatient treatment in a state mental health institute, (or in a psychiatric hospital designated by DMH/MR). The location and telephone number of the crisis response team in any particular area of the state can be determined by contacting the appropriate regional mental health institute, local mental health center, or DMH/MR central office. *TCA 33-2-601; 33-6-103.*

The Community Mental Health Agency organizes and maintains specialized crisis services to provide assessments and appropriate referrals/triage quickly and effectively in order to avoid crisis, or to inhibit the escalation of crisis that have already developed.

The goals of mobile crisis services are: to provide proactive crisis intervention services in natural environments (including the consumer’s home and other accessible, appropriate locations in the community); to mobilize intensive treatment resources; to assist families/caregivers and consumers in coping with the crisis; and to reduce the likelihood of utilization of more restrictive treatment alternatives. Mobile crisis services are provided in an effort to reach persons who may have physical limitations or who are unable or unwilling to utilize traditional office based services. In addition, the Mobile Crisis Response Teams (MCRTs) will provide face-to-face pre-screening for all admissions to acute psychiatric facilities.

**Moderately Retarded:** Persons having IQ scores that are at least 3, but less than 4, standard deviations below the mean, in conjunction with the other criteria of mental retardation.

**Monthly DCS EPSDT Documentation Spreadsheet:** A Health Advocacy Report to document reasons why children/youth did not receive a complete or timely EPSDT screening. Spreadsheets are sent out monthly from Central Office Health Advocacy Division to the EPSDT coordinator in each region to gather appropriate information.

**Movie ratings:** In the United States, the Motion Picture Association of America (MPAA) issues ratings for movies as follows:

- ◆ **G - General Audience** - Movie suitable for all ages
- ◆ **PG - Parental guidance suggested** - Contains mature themes, may not be suitable for small children
- ◆ **PG-13 - Parents strongly cautioned** - Contains mature themes, may not be suitable for children under 13 years old
- ◆ **R (or X) - Restricted** - Contains mature themes (usually sex and/or violence). Children under 17 not admitted without an adult
- ◆ **NC-17** - No children under 17 admitted.
- ◆ **NR or Not Rated** - Not an MPAA rating. Used for independent or foreign films that are in limited release and have not been submitted to the MPAA for a rating classification. Also used by a film that is soon to be released and has trailers out for promotional purposes, but has not yet received a final rating.

**M-Team (Multidisciplinary Team):** A team whose purpose is to: (1) determine eligibility of a youth for Special Education and related services and (2) develop an individualized education program (IEP) for eligible students. This team may be the same as the program or classification staffing team but must include; (1) a representative of the school system, other than the child's teacher, who is qualified to provide or supervise the provision of appropriate special education services; (2) a teacher qualified to teach a student in the student's area of suspected disability, (3) one or both of the student's parents; (4) the student, if appropriate; (5) a person knowledgeable of evaluation procedures, evaluation results, and the child's (6) if a learning disability is suspected on diagnostic examinations' and (7) other persons at the discretion of the parents or as needed to determine eligibility. A single member of the M-Team may meet two or more qualifications but the team must have at least three members.

**Munchausen Syndrome by Proxy:** A psychiatric disorder where individuals, usually mothers, fabricate illnesses and symptoms that invariably lead to complex medical investigations, hospitalizations, and at times needless surgeries on their children.

## N

**National Crime Information Center (NCIC):** A nationwide information system dedicated to serving and supporting criminal justice agencies -- local, state, and federal -- in their mission to uphold the law and protect the public. NCIC 2000's additional capabilities include, but not limited to, enhanced name searches, fingerprinting searches, probation/parolee information, information linking, mugshots and convicted sex offender registry.

**Native American Indian Child:** Any unmarried person who is under age 18 and is either (1) a member of an Indian tribe or (2) is eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

**Neglect:** Acts of commission or failure to provide for basic needs of a child including but not limited to food, medical care, and safe living conditions.

**New Employee Orientation Training:** Training for new employees which includes, at a minimum, the following: an historical perspective of the department; department goals and objectives, policies and procedures, rules and regulations; job responsibilities, and; personnel policies.

**Non-DCS Placement:** Placement such as Respite, Safety Plans and Relative/Alternate.

**Non-Consumable Items:** Personal property that has a definite monetary value and will not be depreciated in value over a limited period of time, such as clothing, appliances, and jewelry, etc.

**Non-Essential Employee:** (Re: State housing policy) A full-time state employee who is not required as a condition of employment to live in state-owned housing located at the employee's official work station for the convenience of the appointing authority.

**Non-Essential Employee:** (General) A full-time state employee who is not required as a condition of employment to report to work during a work stoppage or emergency.

**Non-Records:** Those documents which do not document the activities of an agency, i.e., library or museum material which is for reference or exhibition; extra copies of documents kept for convenience or reference; stock supplies of publications; extra copies of circulated material where official copies are kept for the record; reading files; follow-up correspondence copies; identical or carbon copies of documents kept in the same file; draft copies of work copies of documents when the final version is complete; letters of transmittal which add nothing to the transmitted information; interoffice memoranda; shorthand notes, stenotype tapes or sound recordings after they have been transcribed; and internal housekeeping materials such as inter-office memos, routing slips, and computer edit error listings after the corrections are made.

**Non-Record E-mail:** A message created primarily for the communication of information, and which does not set policy, establish guidelines or procedures, certify a transaction, or become a receipt, and has no enduring value.

**Non-recurring Expenses:** Expenses that do not occur on a regular basis.

**Non-Special Needs Child:** Child or a sibling group of two who range in age from birth through 8 years and who have no pre-existing medical, psychological or emotional handicap.

**Normal Childhood Sexual Behavior:** According to psychologist Gail Ryan, certain activities are developmentally appropriate at certain stages and not at others. For example: attempting to see or touch others' genitals is common for toddlers, but would not be considered acceptable or appropriate behavior for preteens. Most sexual behavior considered normal in childhood involves periodic activity alone, or with similar age peers or siblings with no coercion, occurring within the cultural norms of society. Such activities may include:

- Playing "doctor" or "house"; mutual showing of body parts by peers;
- Occasional masturbation, no penetration;
- Imitating adult seduction such as flirting or kissing;
- "Dirty" words or jokes within cultural or peer group norm; and
- Conversations with peers about reproduction and genitals.

**NP:** Nurse Practitioner

## O

**Occupational Illness:** Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. It includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact.

**Official Work Station:** The primary location of state-issued equipment for the employee's use. For traditional employees and part-time telecommuters, the division office address is usually the official workstation. For full-time telecommuters, the official workstation is usually the employee's home address.

**Ophthalmic:** Applies to the eyes.

**Open Ended Entitlement Funds:** Federal funds which the State is authorized to use for the benefit of eligible clients. This includes Title XIX, Title IV-E, Title IV-A.

**Oral:** Given by mouth.

**Order Dismissing the Adoption:** The legal document that terminates the adoption petition. It occurs whenever the Court determines that the best interests of the child require the dismissal or if no order granting the adoption is entered within two years from the date the adoption petition was filed.

**Order of Reference:** Refers to a Court order requesting DCS or its partner agency, the CSA's, to conduct a study of a child's (or children's) situation and requiring a written report to the Court on a given date. Orders of reference involve allegations of child abuse or neglect, or they may simply inquire about the circumstances of a specific child or children.

**Order Terminating Parental Rights:** The legal document resulting from the Court's ruling on a Petition Terminating Parental Rights, thereby permanently severing the parents' rights to a child's custody and control and making the child free for adoption.

**Orientation:** A written, organized process to inform new staff about the Department of Children's Services and the work unit in which they will be working.

**Orientation Training:** Training for new employees which includes, at a minimum, the following: an historical perspective of the department; department goals and objectives, general policies and procedures, employee benefits, site-specific rules and regulations, job responsibilities, and personnel policies.

**OTC:** Over-the-counter medications (nonprescription).

**Otic:** Applied to the ear.

**Out of Assigned Area:** Being out of the location specifically assigned without written or verbal permission.

**Out of Control:** A student's behaviors shall be characterized as "out of control" at times when the youth actively demonstrates disruptive or assaultive behavior, or the intent to do such, to the extent that there is a serious or immediate threat to himself/herself, other students or staff members and/or property.

**Out of the Facility:** Off the immediate visual limits of the facility front, side, or rear yards.

**Out of State Passes:** Out of state passes shall be allowed as per approved permanency plans, or adoption assistance plans. Out of state passes for youth in the department's custody as a result of delinquency convictions shall require the approval of the commissioner/designee. Upon approval the youth's group home case manager, YDC case manager, or residential case manager shall forward required information to the interstate compact administrator (ISC) to arrange for notification of the pass to the receiving state.

**Out of State Placement:** A child placed out of state.

**Over Night Pass:** An authorized visit that does not exceed 48 hours to the home of the parent, guardian, visiting resource, etc. An over night pass may be granted for emergency situations as well as for routine visitation.

## P

**PA-C:** Physician's Assistant Clinician.

**Parents:** Refers to biological parent or legal guardian.

**Parents As Tender Healers (PATH):** Training for foster care, kinship care, and adoption parents. The training consists of approximately 27 hours of classroom time, and includes homework assignments.

**Parental Rights:** The legally recognized rights and responsibilities to act as a parent, to care for, to name, and to claim custodial rights with respect to a child.

**Partial Guardianship:** The legal status of a child when the rights of at least one, but not all, parents or guardians have been terminated or are undetermined.

**Partial Guardianship:** Legal status of child when termination of parental rights of at least one, but less than all, parents or guardians of child has been accomplished by surrender or Court order.

**Participating Agency:** Any private child-placing agency in Tennessee holding either an annual or temporary license from DCS or any public child-placing agency approved by DCS to participate in the Adoption Resource Exchange (ARE).

**Participation in a Riot:** To incite others to riot or to organize, promote, encourage, or directly take part in a riot. **DOE**

**Part-time employee:** A staff member (with direct child/youth contact) working sixty days or more per year or twenty hours or more per week.

**Pass:** Any authorized absence by a delinquent youth from his/her placement without staff supervision.

**Permanency Planning:** The process of intervention and decisive casework on the part of the case manager. Such intervention focuses on choosing the least restrictive permanent outcome for the child, i.e., return to parent, relative placement, adoption, independent living or permanent foster care, in a timely manner.

**Permanency Specialist:** A DCS term used to identify the position previously known as DCS Adoption Specialists. This person is principally responsible for preparing children and families for permanence through adoption, negotiating and preparing Adoption Assistance, and maintaining technical knowledge of all permanency options.

**Permanent Archive Record:** A record having legal, administrative or historical value, which must be retained indefinitely.

**Permanent Records** - Those records or materials that have permanent administrative, fiscal, historical or legal value.

**Person Allegedly Responsible:** (1) The descriptive term used to refer to the person reported (or believed) to be abusing or neglecting the child. (2) A person who is believed to have knowingly or willingly failed to protect a child from abuse or neglect or risk of harm.

**Personal Property:** Every species of state property that is not either real property or intangible personal property.

**Personnel/Payroll Officer:** An employee designated by the superintendent /director to perform payroll functions.

**Petition:** A formal written application to the Court requesting judicial action on a certain matter.

**Physical Abuse (1):** Actions directed toward a youth including, but not limited to, slapping, kicking, hitting, throwing, imposing physical exercise, placing in a physically uncomfortable or embarrassing position, sexual contact or fondling, and ordering, permitting, or encouraging another to engage in such behavior, and the misuse of force in violation of policy.

**Physical Abuse (2):** Defined as non-accidental physical trauma or injury inflicted by a parent or caretaker on a child. It also includes a parent's or a caretaker's failure to protect a child from another person who perpetrated physical abuse on a child. In its most severe form, physical abuse is likely to cause great bodily harm or death.

**Physical Abuse (CPS):** Any knowing use of force that resulted in great bodily harm or that reasonably could have resulted in great bodily harm because of the child's vulnerabilities.

**Physical Custodian:** The person in charge of a household or facility where an individual in custody is living.

**Physical Escort:** The temporary holding of a (physically) resistant individual for the purpose of guiding him/her to a designated location.

**Physical Exam:** an inspection, palpitation, auscultation, percussion, or other means of investigation especially for diagnosing disease or illness, performed by a physician or medical associate. (Includes ear, eye exam and lab work, etc.) A medical examination, performed by a licensed health care professional, to determine the existence of injuries and whether those injuries were caused by abuse.

**Physical Intervention with the Use of Force:** Interfering by bodily means, in a student's behavior, in order to compel or prevent an action, or to maintain order.

**Physical Intervention:** Physical handling beyond verbal command.

**Physical Intervention Without the Use of Force:** Physical contact which does not involve grabbing, holding, pushing, pulling, or hitting and which is solely intended to temporarily control the physical movement of a youth (e.g., putting an arm around a student's shoulder to place him/her back in line, stepping between two students to avoid a conflict, tapping a youth on the shoulder to get his/her attention).

**Physical Restraint:** The involuntary immobilization of an individual without the use of mechanical devices.

**Physician Preceptor:** A physician preceptor is a licensed physician who is responsible for supervising the clinical practice of a medical associate, such as a nurse practitioner or physician's assistant.

**Pick-up Order:** An order authorizing law officials to apprehend a specified person.

**Placement:** The arrangement for the care of a child in a family free or boarding home or in a child-caring agency or institution but does not include any institution caring for the mentally ill, mentally defective or epileptic or any institution primarily educational in character, and any hospital, or other medical facility.

**Placement Path/Placement History:** A sequential list of all of the child's placements upon and after entering the TN Kids system. (Non-DCS Custody and DCS Custody children)

**Placement Services Division (PSD):** A DCS term is used to identify a combined division which include staff previously know as Foster Parent Support Unit or Residential Case Management Staff, Resource Managers, and Recruiters. This newly formed division is responsible for recruitment of DCS Resources Families, support to DCS Resource Families, and Placement of all children in DCS custody within a region, including referrals to private provider agencies. Currently, there are regions that have yet to fully develop this combined group.

**Plan for Temporary Child Safety:** The plan for ensuring a child's safety, based on the initial and updated risk assessments and documented in the summary section of the risk assessment form. The plan specifically addresses what must be done to ensure that the risks posed by perpetrator access are removed; specific expectations for placement if removal is needed; what services in the home are expected to be adequate for ensuring the child's safety.

**PO:** Per Os (Latin: by mouth, orally)

**Poison:** A toxic that can destroy the life or health of a living animal or plant.

**Policy (1):** A course of action adopted by and pursued by an agency that guides and determines present and future decisions and actions. Policies indicate the general course or direction of an organization within which the activities of the personnel must operate. (Definition from: *The American Correctional Association*)

**Policy (2):** A type of position statement; a philosophy, a mission, or a general objective. Anything that establishes a guideline for users is a policy.

**Pool:** Pool, Assignment Pool or Funding Pool refers to the funding grant that a piece of computer equipment was purchased for and/or is authorized.

**Possession of a Weapon:** To have without authorization, to gain or maintain control over without authorization and/or to cause to be brought onto institutional grounds without authorization any object likely to cause serious injury or death. Any such object found in a student's room is presumed to be in the possession of the occupant(s) of that housing space.

**Possession/Use of Drugs:** To use, to have, to gain, to maintain control over, and/or cause to be brought onto institutional grounds any illegal drug or unauthorized medication, including narcotics, hallucinogens, opiates, barbiturate, stimulants, marijuana, or any medication not properly prescribed by a physician.

**Possession/Use of Intoxicant/Inhalant:** To have, to gain or maintain control over, to cause to be brought onto institutional grounds, and/or to ingest, inject or inhale any intoxicant or inhalant, including glue, paint, gasoline, and the like.

**Post Assignment Audit:** Disciplined review and evaluation of assignment practices to assure that the authorized post assignment schedules is being efficiently implemented and managed and that such schedule continues to meet the staffing needs of the facility.

**Post Assignment Schedule:** A display of all security posts (or other fixed post assignment) required to adequately staff an institution, together with appropriate relief assignment for those posts and the calculation that determined the total positions required.

**Post Orders:** A written set of detailed instructions describing the staff members' duties for a particular post.

**Post:** A location, an area or an accumulation of tasks requiring surveillance, supervision or control by specifically assigned personnel.

**Precipitating Event (FCIP):** an overwhelming and/or crisis occurrence requiring immediate intervention; an event that causes a temporary loss of the ability to cope; an episode that is crisis in nature with destructive and/or explosive elements that places families at high risk for disruption; not a delinquent act.

**Predisposition Report:** A social history report that additionally contains at least two dispositional alternatives and supervision plans relevant to each alternative offered. The purpose of the report is to assist the Court in the selection of the most appropriate disposition alternative.

**Pre-Planned Impairment:** The planned, temporary shut-down of any fire protection system and/or fire hydrants for repairs or routine maintenance.

**Pre-Placement Conference:** Meeting held between the child's Social Counselor and the prospective adoptive family's Social Counselor to supplement the information obtained through preplacement summaries and adoptive home studies. The purpose of the conference is to discuss adoption issues in order to determine the appropriateness of placement for a certain child with a certain prospective adoptive family.

**Pre-Placement Summary:** The document that provides a current description of a child considered for adoption, the birth family, and the type of adoptive parents needed for the child.

**Preponderance of Evidence:** Standard of proof whereby the greater weight of evidence presented supports a particular allegation. Shows the fact sought to be proved is "more probable than not."

**Presentation Summary:** A non-identifying summary about a child for the Case Manager's oral presentation of that child to the prospective adoptive family.

**Pre-Service Training:** Courses that provide the required basic knowledge and skills to perform important job tasks and prepare for independent work.

**Pre-Vocational Education:** An educational program designed to enhance the student's marketable skills. Such program should include, at a minimum, the following: vocational employability plans and skills; and, if applicable, training in gross and fine motor skills.

**Principal Investigator:** The research director, chief researcher, or project leader who has authority over a research project, typically the individual who applies for research approval to an Institutional Review Board.

**PRN:** PRN is an abbreviation for the Latin *pro rae nata*, which means, "use as needed or according to circumstances". Five variables to be considered in the treatment plan:

1. **Entry Criterion:** Define the specific index behavior indicating PRN use, including the frequency and intensity (or the specific situation for PRN use).

2. **Pre-Implementation Criterion:** Describe step-by-step the alternative interventions or techniques to be implemented, if possible, before using the PRN.
3. **Procedural Criterion:** List the specific action to occur after the PRN is given.
4. **Failure Criterion:** Define a level of use prompting review to determine if the PRN is excessively used or is ineffective.
5. **Exit Criterion:** Define a time-limiting period for PRN use or a level of non-use prompting review to determine if the PRN order should be discontinued.

**Probable Cause:** A reasonable belief based on information that is more than a mere suspicion, that an allegation is likely true.

**Probation:** Supervision of a youth who has been adjudicated delinquent by a Court and who is subject to conditions imposed by the Court and probation division.

**Procedure:** The detailed and sequential actions that must be executed to ensure that a policy is implemented. It is the method of performing an operation or a manner of proceeding on a course of action. It differs from a policy in that it directs action required to perform a specific task within the guidelines of the policy. (Definition from: *The American Correctional Association*)

**Process:** Any means (i.e. summons and complaint, subpoena) used by a Court to acquire to exercise its jurisdiction over a person to compel that person's attendance before it or compliance with its demands.

**Professional Specialist and Case Managers:** Staff directly providing program services to children/youth, including: case managers, team leaders and coordinators, teachers, aides, librarians, medical personnel, chaplains, children services officers and workers, and all other staff who provide full-time services to children/youth in DCS custody or in jeopardy of entering custody.

**Program Director:** A central office director that manages a specific department section or division.

**Program Staffing Team:** An interdisciplinary team of qualified personnel employed by the department of Children's Services who represent areas of service of expertise. For students certified educationally disabled, the team will include the school administrator or designee, a teacher who has had or will have the youth in a teaching situation and a special education teacher and/or someone competent to interpret the assessment data. For mentally retarded students, the team shall include a qualified professional with respect to mental retardation of IPP development or significant change of the student's program.

**Programmatic Segregation:** The placement of a youth in any self-contained program that is distinct from the regular program for the general population. Programmatic segregation should not be used for disciplinary purposes or as confinement and is distinct from programs or confinement.

**Progress Log:** A daily log kept by the staff documenting the daily progress of each student.

**Project:** An activity in which computer hardware, software, and/or telecommunications are acquired or developed to support or enhance a business process.

**Protective Confinement:** The voluntary placement of a youth in confinement when evidence strongly suggests that the youth must be confined in order to protect him/her from immediate physical attack.

**Prosthetic Devices:** Prosthetic devices include eyeglasses/eyewear, dental prosthetics, hearing aids (including replacement batteries), orthopedic braces, shoes, other appliances, etc.

**Provider: (Medical)** Trained medical, dental, or other health care professionals who have delivered or are delivering professional services.

**Psychotropic Medication:** A drug which exercises a direct effect upon the central nervous system and which is capable of influencing and modifying behavior and mental activity. Psychotropic medications include, but are not limited to: anti-psychotics; anti-depressants; agents for control of mania and depression; anti-anxiety agents, psychomotor stimulants and hypnotic.

**Publication:** A publication is defined as reports, magazines, brochures, newsletters, bulletins/posters, information sheets, lists, maps, plans, drawings, pamphlets, directories, regulations, laws, rules, official letterhead and envelopes, manuals, booklets or printed material produced for distribution outside the agency and state funds are used for preparation or printing (regardless of the source, funds deposited with the state are considered state funds).

**Punishment:** Suffering, pain, or loss that serves as retribution; a penalty inflicted on an offender through judicial procedure; severe, rough, or disastrous treatment. (**Webster**)

**Putative Father Registry:** A register of information maintained by the Central Office Adoption unit of those men who have submitted the required information necessary to register their intent to claim paternity of a child.

## Q

**Qualified Mental Health Professional:** A person who is licensed in the state, if required for the profession, and who is a psychiatrist; physician with expertise in psychiatry as determined by training, education, or experience; psychologist with health service provider designation; psychological examiner; social worker who is certified with two (2) years of mental health experience or licensed; marital and family therapist; masters degreed nurse who functions as a psychiatric nurse; professional counselor; or if the person is providing service to service recipients who are children, any of the above educational credentials plus two (2) years of full time mental health experience with children. *TCA 33-1-101*

## R

**Racial Slurs:** A derogatory remark which is used to degrade a person based on their race or national origin.

**Rape:** Sexual penetration of another accompanied by the use of force or coercion to accomplish the act.

**REACT (Resource Exchange for Adoptable Children in Tennessee):** is the state exchange for registering approved adoptive parent(s) in partial or full guardianship.

**Reasonable Efforts:** The department's obligation under state and federal law and as a part of sound casework practice, to attempt risk reduction services prior to removing children from their homes. If DCS must remove the child, the Court's disposition order must include documentation of the reasonable efforts that DCS exhausted in order to prevent foster care or to prove that services could not reasonably be expected to protect the child.

**Receiving and Concealing:** The act of obtaining property from another person knowing that the property has been stolen and intending to deprive the true owner of the property.

**Receiving State:** A state to which a juvenile is sent for supervision under provision of the Interstate Compact on Juveniles or Interstate Compact on Placement of Children.

**Records:** All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material regardless of physical form or characteristic made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.

**Recording:** Written documentation of each contact or attempted contact with a youth under supervision or with another individual regarding a youth under supervision. (See case recordings.)

**Records Disposition Authorization (RDA):** The official document utilized by an agency head to request authority for the disposition of records. The Public Records Commission shall determine and order proper disposition of state records through the approval of the RDA.

**Records Management Program:** The application of management techniques to the utilization, maintenance, retention, preservation, and disposal of records in order to reduce costs and improve efficiency of record keeping. It shall include records retention schedule development, essential records protection, files management and information retrieval systems, microfilm information systems, forms management, analysis and design, reports, publications management, correspondence and word processing management.

**Referee:** The judge of the juvenile Court may appoint one (1) or more suitable persons to act as referees at the pleasure of the judge. A referee shall be a member of the bar and may qualify and shall hold office as appointed by the judge. The referee in the conduct of the proceedings shall have the powers of a trial judge, and shall have the same authority as the judge to issue any and all process and to hear most types of juvenile court proceedings with some exceptions (for example, they cannot hear a termination proceeding or a transfer hearing. They can, however, take a surrender).

**Referent:** A person who makes a referral to the CPS agency alleging child maltreatment.

**Referral:** Notification to the CPS Agency of suspected child maltreatment.

**Refusal of a Direct Order:** The willful refusal by a youth to follow and /or carry out a specific, authorized, written or verbal directive issued by a staff.

**Regional Property Officer:** Administrative Services Assistant 3 appointed by the regional director to oversee daily property management and oversight of all state property in their respective region.

**Region:** One of nine (12) geographical and administrative areas of the Department of Children's Services.

**Regular In-service Volunteer:** Any individual with direct child/student contact whose service to the agency is regularly (more than 3 times per year) provided and whose commitment is depended upon for the provision of services.

**Release Packet:** Includes DCS forms *CS-0130, Release to Home Placement* and *CS-0041, Notification of Proposed Home Placement*, the treatment summary and the aftercare plan.

**Release Papers:** Those documents necessary for the release of a youth from a juvenile facility or contract agency care.

**Release Summary:** A report prepared by a youth treatment team leader which summarizes the student' progress in each IPP developmental area and which also provides recommendations for aftercare planning.

**Release:** Written authorization for delinquent youth to depart from residence at a juvenile facility and/or contract agency care.

**Relief Pool:** A group of employees assigned to provide post coverage in the scheduled absence of the employees normally assigned. Pools are set up for regular day-off relief and annual leave relief. In large facilities, it may be admissible to also set up a sick relief pool, depending up the pattern and total usage of sick relief.

**Relief Post:** The duties and responsibilities of providing relief for regular fixed post assignments. A relief pool is made up of one or more relief posts.

**Relief:** The substitution of one employee for another on a fixed post requiring continuous coverage in order to accommodate the regular days off (RDO), the annual leave (AL), sick leave (SL), training assignment (T), or the administrative leave of the regularly assigned employee.

**Religious Practice:** A religion, religious denomination, or sect supported by literature stating religious principles and recognized by a group of persons who share common ethical, moral, or intellectual views which are not defamatory, racial, political, or derisive in nature.

**Religious Program/Activity:** An activity conducted by or under the auspices of a Chaplain or approved volunteer, which is designed specifically for worship, religious instruction, spiritual guidance, or counseling.

**Repeated Minor Violations:** Seven minor violations within a fourteen (14) day period.

**Repeated Refusal of a Direct Order:** The willful refusal by a youth to follow and/or carry out specific, authorized, written, or verbal directives issued by staff.

**Representative Payee:** A person designated to receive and be responsible for the use of funds on behalf of the child and to ensure that the beneficiary's current and reasonably foreseeable future financial and physical needs are met.

**Request of Proposal (R.F.P.):** A written request for proposal of services from potential contractors.

**Requisition:** A demand in writing, or formal request under Article IV or V sent to the Compact Administrator or Executive Authority for the return of a non-delinquent runaway, probation or absconder, or escapee.

**Research:** Any project which involves the collection of data from files, records, or data bases maintained within the department by individuals whose job duties do not customarily require such collection; and/or the testing, observation, interviewing, recording, or manipulation of the behavior of an employee, youth, or other client within the Department's scope of service for the purpose of conducting surveys, evaluative studies, and/or hypothesis testing.

**Research Review Committee (DCS):** A committee comprised of the Director of Research and Development, the Executive Director of Performance Enhancement and staff relevant to the research subject. The Director of R & D serves as the Chair of the Committee.

**Restitution:** A legal action serving to make good of, or give back an equivalent for some injury or deed.

**Residential Child-Caring Agency:** Any institution, society, agency, or facility, whether incorporated or not, which either primarily or incidentally provides full-time care for 13 or more children under 17 years of age outside their own homes in facilities owned or rented and operated by the organization.

**Residential Appeals Committee (RAC):** A Committee appointed by the Commissioner to hear all appeals made by DCS regional representatives when a youth, upon referral into a YDC/CRP, is denied a placement at or when a youth is terminated from a CRP placement.

**Residential Treatment:** Planned and medically necessary treatment in a residential facility licensed to provide treatment for emotional, behavioral or mental health issues. The facility must establish a treatment plan and goals.

**Resource Parent:** Any person, trained and approved by the Department of Children's Services, who provides a family home environment and care for a child in state custody in need of foster care services, kinship foster care services or adoption.

**Respite Care:** Refers to the periodic temporary care of a child away from his/her usual caregiver for a short period of time, usually a few days to a week. Respite care allows the caregiver time away from the daily responsibilities of care giving due to crisis situations that arise in the home and/or the stress of caring for a child with severe physical, emotional or behavioral problems.

**Response Priority:** Response Priorities are assigned to reports of alleged abuse/neglect to determine the timeframe in which an investigation must be initiated. The following are response time requirements for initiating a face-to-face contact with the alleged victim:

- ◆ **Priority-1 (P-1): IMMEDIATE RESPONSE** - for reports in which children may be in imminent threat of serious harm or death. Face-to-face contact with the victim(s) will be accomplished within two (2) hours after receiving the report.
- ◆ **Priority-1R (P-1R):** In rural regions (except Shelby, Davidson, Hamilton and Knox) the CPS worker has a maximum of three (3) hours to make a face-to-face contact with the victim(s).
- ◆ **Priority-2 (P-2): 2 days (48 hours) after the report has been assigned to the county.** Investigations given this priority must be initiated by a face-to-face contact with the child within forty-eight (48) hours after the report has been assigned to the county.
- ◆ **Priority-3 (P-3): Five (5) Working days after the report has been assigned to the county.** Investigations based on reports given this priority must be initiated within five (5) working days after the report has been assigned to the county.

**Restricted Access:** An inability to view or manipulate certain case specific data in areas of TN KIDS that have been designated as sensitive for security purposes.

**Restricted Account:** A separate accounting of a child's financial benefits. These funds are used to cover the child's expenses prior to other funding sources. Any type of benefits received by a child including SSI, SSA, VA, and child support are held by fiscal services in a Restricted Account. If child is placed back home on a trial visit or placed with relatives, with the department retaining legal custody, the payee for SSI benefits may be changed to the care-giver who has physical custody.

**Retention Period:** Period of time records must be kept according to legal and/or organizational requirements.

**Revocation of Surrender:** The legal document that a surrendering parent may complete to revoke the Surrender of Parental Rights.

**Riot:** A violent or disruptive occurrence by a group of youths that causes confusion and disorder and disrupts the normal operation of the institution. The acts of youths involved in a riot are intended to result in damage or injury to person or property, create a diversion for an escape or create an immediate danger to others.

**Risk:** The likelihood or potential that a child will suffer child neglect or abuse in the foreseeable or immediate future if DCS fails to intervene with a plan for temporary child safety and risk reduction services; Risk is the product of a number of the following interdependent factors in the family: prior events and current injuries; child vulnerabilities; parent care-taking abilities; the family's social and physical environments. Because the concept of risk applies to the imminent future, only someone with an informed, professional judgment can assess the potential for future harm based on risk factors

**Risk Assessment (CPS):** An analytical way of thinking about risks. A clearly defined process of using interviewing, observation, and evidence collection to develop an accurate, reliable, and relevant written description of a family's current risk status. This risk description is used to support structured analysis and sound professional decisions by counselors intent

on ensuring the protection of children. The process provides a uniform approach and guidance to assist trained workers in organizing and conducting CPS investigation and service provision activities. Risk assessment helps a counselor make the best possible case management decisions throughout the tenure of the case, based on the potential impact on risks the counselor or the services arranged by the counselor may have. The assessment of risk is a continuous process of examining the social, psychological, and situational factors in a child's environment that increases or decreases the possibility of maltreatment of that child. It begins at intake and continues until case closure.

**Risk and Strength Assessment:** The process of evaluating individual factors in order to identify behaviors and conditions that represent a family's strength or pose a threat of immediate and future harm to a child.

**Risk Factors (CPS):** The descriptors of family and individual behaviors and vulnerabilities, parental perceptions, and the conditions of the family's support system that have been connected by behavioral research to the likelihood of child maltreatment. They are not neither real nor demonstrative evidence of harm, nor are they unsupported and subjective impressions of vague family dynamics. Risk observations are carefully documented, factual descriptions of family and individual conditions and behaviors and of parent and child perceptions, as expressed in quotable statements and visual clues. Tennessee Counselors focus on 20 risk factors found in behavioral research to be associated with future harm. They address social and psychological subtleties such as family interaction patterns, stress levels, and belief systems that must be interpreted by a trained counselor.

Because risk factor descriptions are intended to support a judgment about the future based on the present and past, observations of risk factors are not the same thing as evidence that harm has been done to the child. That is, past or present injuries are often evidence of parental abuse or neglect, and they often are among the many factors that are predictive of future harm. But the converse is not necessarily true: risk factors may be reasonable predictors of future events, but they are not always sufficiently weighty to be considered reliable proof that abuse has already occurred.

The risk factors that are useful for planning services to reduce risks are, logically, those that are amenable to change. Some value may be gained from examining past events for risk implications, such as learning about disciplinary practices through the history of prior abuse or the location of a past injury. But the injury itself cannot be changed and it does little to identify a specific parental behavior that may be modified through casework. Therefore, for temporary child safety and treatment plans, risk assessment focuses mostly on those factors that may be reduced with social work interventions.

**Risk Level Criteria:** The four dimensions in which each of the risk factors used in the CPS risk assessment must be rated: benchmark or one of three levels of risk. The Counselor may also determine that a factor has insufficient information to be rated. The risk level criteria themselves are included in a matrix used by Counselors each time they decide how to rate a particular risk factor for a family.

**Risk Reduction Services:** Emergency and long-term strategies that a DCS Counselor and a family develop to reduce risks to a child by using risk-oriented case management.

**Risk Reduction Services:** Emergency and long-term strategies that a DCS Counselor and a family develop to reduce risks to a child by using risk-oriented case management.

**Risk-Oriented Case Management:** A casework practice model driven by a structured and focused form of case assessment called risk assessment, which is used by the Counselor to make decisions when planning, delivering, monitoring, and evaluating the Department's intervention. In CPS investigations, risk assessment is used to determine planning and service delivery decisions such as the acceptance of the report, the urgency of initial contact, the present and future safety of the child, and the protective measures needed to ensure the child's continued safety. In follow-up services and foster care reunification plans, risk assessment is used to inform decisions about the risk reduction goals of the case plan, the kinds of services needed to reduce risks in the home, the progress on planned risk reduction measures, the impact of services on clients, the desirable client outcomes in risk terms, and the conditions required for services termination.

**RPR (Rapid Plasma Reagin test):** A lab screening procedure to determine syphilis.

**Rules, Regulation, and Minimum Standards for the Governance of Public Schools in the State of Tennessee (Rules, Regulations, and Minimum Standards):** Document containing the rules, regulations, and minimum standards governing public education K-12 in the State of Tennessee as defined and published by the State Board of Education/State Board of Vocational Education. The Tennessee Board of Education is authorized by law to prescribe rules and regulations for the approval, classification and governance of all public schools (TCA § 49-1-302). The rules, regulations and minimum standards adopted by the board are intended to implement the law and to furnish a broad framework of policies within which local school systems operate.

**Runaway:** A child who “I s away from home, residence or any other residential placement of his parent(s), guardian or other legal custodian without their consent” ...shall be known and defined as a ‘runaway.’ TCA 37-5-103(15)(A)(IV);

**Runaway House/Shelter:** Any house or institution giving sanctuary or housing to any person under 18 years of age who is away from home or the residence of his/her parent or guardian without their consent.

## S

**Safety Coordinator:** A staff member designated by the facility supervisor to coordinate the fire and safety program at the community residential facility. This program includes weekly inspections, monitoring the safety systems and planning and coordinating emergency drills.

**Safety Plan:** Please see “Plan for Temporary Child Safety.”

**Sanitation:** The application of measures to make environmental conditions favorable to health; the act or process of making sanitary.

**Sanitation Coordinator:** The individual assigned to manage, direct and supervise the facility sanitation program.

**Sanitation Inspector(s):** The individual(s) designated to perform weekly inspections of assigned area(s) in an institution.

**Scheduling (YDC’s):** The posting of a semi-annual schedule by name and dates of employees approved for annual vacation leave.

**School Calendar:** The yearly schedule sent by the director of education to each school principal including report card due dates.

**Scope of Employment:** An employee acts within the scope of his/her employment whoever he/she is doing something in furtherance of his/her official duties in good faith, in apparent lawful authority, and in accordance with departmental policy and procedures.

**Screened-in CPS Reports:** Alleged child abuse/neglect reports received from the community that meets the stated criteria for investigation.

**Screened-out CPS Reports:** Alleged child abuse/neglect reports received from the community that does not meet the stated criteria for investigation. These reports are maintained by DCS and subsequent CPS intakes shall include a search of the screened out intakes as well as reports that were accepted for investigation.

**Sealing of Records:** A legally mandated procedure for maintaining confidentiality and preservation of records.

**Seclusion:** The time-limited placement or confinement of an individual alone in any room or area from which egress is prevented.

**Section:** The sum of all organizational entities reporting to a Central Office Director.

**Security Devices:** Locks, gates, doors, bars, fences, screens, ceilings, floors, walls, and barriers used to confine and control detained individuals. Also included are electronic monitoring equipment, security alarm systems, security light units, auxiliary power supplies, and other equipment used to maintain facility security.

**Security Log (YDC):** Those records at an institution in which information about population count, youth movement, activities, events, and conditions pertinent to the institution's security and treatment operations are documented in a hard-bound record book with pre-numbered pages.

**Security Threat Group (STG):** Any organization, association or group of persons, either formal or informal, which may have a common name or identifying sign or symbol, whose members or associates engage in or have engaged in activities which include, but are not limited to: planning, organizing, threatening, financing, soliciting or committing unlawful acts.

**Security Threat Group (STG) – Active Participant :** A youth is identified as an active STG participant when it has been established that he/she actively participates in STG activities.

**Security Threat Group (STG) – Disruptive Participant:** A youth is identified as a disruptive participant when the youth constitutes a threat to him/her and others.

**Security Threat Group (STG) - P assive Participant:** A youth is identified as a passive STG participant when he/she exhibits identifiers of Previous STG behavior, but does not continue with the activity.

**Segregation:** The confinement of an inmate to an individual cell that is separated from the general population. There are three forms of segregation: administrative segregation, disciplinary detention and protective custody.

**Self-Mutilation:** To cut, stab, rip, burn, or otherwise damage any portion of the body by self-inflicted means.

**Selling Inhalants/Drugs/Intoxicants:** To exchange illegal or unauthorized drugs for money or other items of value; the giving or loaning of illegal or unauthorized drugs to another shall be included under this definition.

**Sending State:** A state that has sent a juvenile to another state for supervision under the provisions of the Interstate Compact on Juveniles or Interstate Compact on Placement of Children.

**Seniority:** An employee's standing relative to others in terms of length of service.

**Serious Bodily Injury:** An injury to the body which involves a substantial risk of death, unconsciousness, extreme physical pain, protracted and obvious disfigurement and/or loss or impairment of the function of a member or organ of the body. **DOE**

**Service of Process:** The delivery of a legal document (i.e., summons and complaint, subpoena) to the party to whom it ought to be delivered, or his/her agent. Service must furnish reasonable notice of proceedings to afford an opportunity to appear and be heard.

**Seven-Rule-Violation:** Once a youth in youth development centers or community residential facilities receives seven (7) minor disciplinary violations within a consecutive 7-day period, the case manager must write up a major disciplinary report and the report shall be routed through the normal channels for a disciplinary hearing. The report must include documentation of the seven (7) minor disciplinary violations.

**Severe Child Abuse:** [TCA 37-1-102 (21)] (A) The knowing exposure of a child to or the knowing failure to protect a child from, abuse or neglect that are likely to cause great bodily harm or death and the knowing use of force on a child that is likely to cause great bodily harm or death. (B) Specific brutality, abuse, or neglect towards a child which in the opinion of qualified experts has caused or will reasonably be expected to produce severe psychosis, severe neurotic disorders, severe depression, severe developmental delay or retardation, or severe impairment of the child's ability to function adequately in his environment, and the knowing failure to protect a child from such conduct. (C) The commission of any act towards the child prohibited by "39-13-502, 39-13-503, 39-13-504, 39-13-510, 39-13-522, 39-15-302, 39-17-1005, or the knowing failure to protect the child from the commission of any such act towards him.

**Sexual Abuse:** Sexual Abuse includes penetration or external touching of a child's intimate parts, oral sex with a child, indecent exposure or any other sexual act performed in a child's presence for sexual gratification, sexual use of a child for prostitution, and the manufacturing of child pornography. Child sexual abuse is also the willful failure of the parent or the child's caretaker to make a reasonable effort to stop child sexual abuse by another person.

**Sexual Battery:** Unlawful sexual contact with a victim by the defendant or the defendant by the victim accompanied by any of the following circumstances: (1) Force or coercion is used to accomplish the act; (2) The sexual contact is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the contact that the victim did not consent; (3) The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or (4) The sexual contact is accomplished by fraud.

**Sexual Contact:** The intentional touching of another person's intimate parts or the intentional touching of the clothing covering the immediate area of such intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification.

**Sexual Misconduct:** Sexual contact or sexual penetration of one youth by another.

**Sexual Penetration:** Sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body.

**Sexual Slurs:** A derogatory remark which is used to degrade a person based on gender, alleged sexual preference, or alleged sexual behavior. DOE

**Sexually Aggressive Child:** A child age 10 or under who sexually victimizes another younger, or more a vulnerable child.

**Shift Roster:** A standardized display of security personnel assignment covering a one-week period from Sunday through Saturday for a specific eight-hour period of facility operation. The roster lists all posts authorized in the post assignment schedule for the particular shift, displays the regular day off assigned to each post and provides space to entering the name of the employee regularly assigned. The schedule also sets forth the daily assignment of each employee assigned to such posts. Relief posts are appropriately coded in such a way that entry of the code in the regularly assigned roster shows which relief post provided relief for the regular post and day in question. A similar scheme of relief notation is developed for annual leave relief for all three shifts. Together, three shift rosters and an annual leave schedule cross referenced to them will display the assignment of all security personnel for a period of one week.

**Slang**: Unconventional words or phrases that express either something new or something old in a new way. It is flippant, irreverent, or it may be indecent or obscene.

**Social History Manual**: a manual of instructions and procedures that defines investigative requirements, format, and content of social history.

**Social History**: A written report prepared by a case manager for the purpose of assisting in the following functions: developing suppression plans, determining appropriate placement options, the development of safety plans, and assisting Courts in making informed dispositions.

**Social Service Child**: A child whose main reason for being in DCS custody is not due to their committing some delinquent act.

**Special Needs Child**: Caucasian child(ren), age nine (9) and above; African American child(ren), age three (3) and above; Child(ren) of mixed race, age three (3) and above; any race/any age sibling group of three or more children or any race/any age child(ren) who has (have) a severe physical, emotional or behavioral handicap(s) which would present a significant challenge to the adoptive placement.

**Split Relief (YDC)**: A relief schedule that requires the relieving employee to work two different shifts within the same work week.

**SSA (Social Security Administration)**: The SSA is part of the U.S. Department of Health and Human Services (DHHS). The agency administers many different programs including the Supplemental Security Income (SSI) Program. The agency determines eligibility of claimants, makes the basic payment to recipients, and maintains a master record of recipients.

**SSBG (Social Services Block Grant)**: are the funding mechanisms used by the federal government to provide federal financial participation to states for the delivery of social services. These funds are used by the Department of Children's Services to support services provided directly by DCS staff and to purchase services through grant/contracts with other public, private or state agencies. Priority is given to serving child protective services cases. The following services are purchased with SSBG funds by the Department of Children's Services:

- ◆ Adoption Services
- ◆ Child Development Services
- ◆ Child Care Services
- ◆ Foster Care Services
- ◆ Homemaker Services
- ◆ Pregnancy and Parenting Services
- ◆ Protective Services for Children

**SSI (Supplemental Security Income)**: SSI for children are monthly cash benefits payable to children under the age of eighteen (18) with physical, mental or emotional disabilities and who have limited income and resources or who come from homes with limited income and resources. The benefits can continue to be paid into adulthood if the individual continues to be disabled.

**Social Services Management System (SSMS)**: The Tennessee child welfare information system (before TNKids).

**Staff Chaplain:** A duly ordained representative of legitimate religious practice who meets the requirements established by the Department of Personnel for state employment. This individual is responsible for providing pastoral care and non-sectarian religious leadership within an institution.

**Staffing(s):** A team composed of at least three (3) professional personnel and the youth who meet for the purpose of discussing diagnostic data, identifying problems and strengths, and formulating recommendations including the youth's placement(s).

**STARS:** State of Tennessee Accounting and Reporting System.

**Standard Mental Health Transfer (YDC):** A non-emergency, transfer as provided by TCA 33-3-401, which facilitates the movement of a youth from a TDCS facility to a DMHMR facility through a referral process coordinated by DMHMR liaison.

**State Employees Information System (SEIS):** The computer system used by state government to transact and record all personnel actions, from application to career histories.

**State Employee:** Includes any person who is employed in the service of and whose compensation is payable by the State of Tennessee or any participant in a volunteer program authorized by the Department.

**State Fire Marshal:** The official assigned to represent the state government in all matters governing fire control and safety in state operated facilities.

**State-owned property:** All items established by the Department of General Services as major assets or minor sensitive equipment excluding **State Buildings or Real Estate**. These items are included on the POST inventory listing.

**Status Offense:** Conduct that is illegal for children but not illegal for adults, such as breaking curfew, running away, disobeying parents or truancy.

**Status Offender:** One who has been adjudged guilty of a status offense (unruly). A term used to designate a child adjudicated by the juvenile court and placed under court supervision, but legally remaining non-delinquent. {(AKA) Child in Need of Supervision (CINS), (CHINS); Person in Need of Supervision (PINS); Deprived Child, Undisciplined Child.

**Stealing:** The unauthorized taking or using of the personal property of another person.

**Step-parent:** An adult who is married to the biological or legal parent of a child, but who is not the child's legal or biological parent.

**Structured Decision Making™ System:** The assessment tools used by CPS in making critical decisions in reports of child abuse/neglect.

- ◆ **Reliability:** Structured assessment tools and protocols systematically focus on the critical decision points in the life of a case, increasing worker consistency in assessment and case planning. Families are assessed more objectively and decision-making is guided by facts of the case, rather than individual judgment.
- ◆ **Validity:** Research repeatedly demonstrates the model's effectiveness at reducing subsequent abuse/neglect as evidenced by reduced rates of subsequent referrals, substantiations, injuries to children, and placements in foster care. The cornerstone of the model is the actuarial research-based risk assessment that accurately classifies families according to the likelihood of subsequent maltreatment, enabling agencies to target services to families at highest risk.
- ◆ **Equity:** Structured Decision Making™ (SDM) assessment tools ensure that critical case characteristics, safety factors, and domains of family functioning are assessed for every family, every time, regardless of social differences. Detailed

definitions for assessment items increase the likelihood that workers assess all families using a similar framework. Research demonstrates racial equity of the risk assessment tool in classifying families across risk levels. The reunification assessment tool has demonstrated expedited permanency for children, regardless of race.

- ◆ **Utility:** The model and its tools are easy to use and understand. Assessment tools are designed to focus on critical characteristics that are necessary and relevant to a specific decision point in the life of a case. Use of the tools provides workers with a means to focus the information gathering and assessment process. By focusing on critical characteristics, workers are able to organize case narrative in a meaningful way. Additionally, the tools facilitate communication between worker and team leaders, and unit to unit, about each family and the status of the case. Aggregate data facilitates communication among community partners and stakeholders.

#### **Structured Decision Making Assessments:**

- ◆ **Structured Decision Making (SDM) Response Priority Decision Tree:** A set of decision trees that guides Central Intake Team Leaders and CPS caseworkers through key questions that allow them to determine how quickly a CPS investigation must be initiated. The decision trees structure this analysis to determine a response priority level. (See definition of Response Priority.)
- ◆ **Structured Decision Making (SDM) Child Abuse/Neglect Screening Criteria:** Determines whether a referral meets agency criteria for a child abuse/neglect investigation. Immediately upon receipt of all available information pertaining to the report, but no later than within 24 hours of receipt of the report, unless the intake supervisor decides that more time is needed to gather information. When the intake supervisor decides to gather more information, the screening criteria must be completed no later than 24 hours from receipt of the report.
- ◆ **Structured Decision Making (SDM) Safety Assessment:** The safety assessment is used to guide decisions about the removal and return of a child to his/her family. It also guides decisions on whether or not the child may remain in the home, the need for interventions to eliminate the threat of immediate harm, or if the child must be protectively placed. An immediate protection agreement is required for all children when any immediate harm factor has been identified when any **child will remain** in the home.
- ◆ **Structured Decision Making (SDM) Family Risk Assessment:** The risk level is used to determine if the case should be opened/transferred for ongoing services or be closed following the investigation. Note that children removed from their home for safety considerations will have cases opened regardless of the risk level as long as safety concerns remain.
- ◆ **Structured Decision Making (SDM) Family Risk Reassessment:** The risk reassessment guides the decision to close a case and, for cases that remain open, the level of service.
  - ◆ All cases in which risk is reduced to low should be considered for closure unless special circumstances exist.
  - ◆ Cases in which risk remains or is reduced to moderate should be considered for closure.
  - ◆ High or very high risk cases should remain open unless special circumstances exist.
  - ◆ For cases that remain open following reassessment, the NEW risk level guides minimum contact standards that will be in effect until the next reassessment is completed. Use the contact standards guidelines in Section IV of this manual.

**Structured Decision Making (SDM) Contact Standards for Ongoing Cases:** Determines the minimum number of face-to-face visits and collateral contacts the worker must have with the family (in-home cases- cases in which DCS does not have protective custody).

**Subpoena:** is a command to appear at a certain time and place to give testimony upon a certain matter.

**Substance Abuse Screening:** An examination of urine and/or blood to determine the recent ingestion, inhalation, or injection of alcohol or drugs, also referred to as drug screen.

**Substantial and Material Evidence:** Standard of proof in which the evidence is adequate to support a conclusion that is relevant and convincing to a reasonable person.

**Substantial and Material Evidence:** (CPS) Evidence that is adequate to support a conclusion and that is relevant and convincing to a reasonable person

**Suicidal Tendencies:** The past or present manifestation of threats of suicide, suicide gestures, or suicide attempts; or the manifestation of a mental condition/mental state (e.g., depression or conduct disorder) that is often associated with suicide attempts.

**Summons:** Instrument used to commence a civil action or special proceeding in Court against the parties named on the summons. This document informs a defendant (the employee and/or the department) that an action is commencing against them to appear in Court to answer a suit and states the date by which an answer (to the complaint) must be filed.

**Supervisor:** Person to whom an employee directly reports.

**Supervisory Personnel:** All staff whose responsibilities include the supervision of other management, professional specialist, case management, and support personnel.

**Support Staff:** Staff not directly providing program services to children/youth. There are two categories of Support Staff: *Minimum contact* - includes secretaries, clerks, computer/information resources staff, warehouse personnel, accountants and bookkeepers, personnel staff and others who have minimal or no contact with children/youth. *Regular or Daily contact* - includes food service staff, maintenance workers, and others whose work requires day-to-day contact with children/youth.

**Surplus Property:** Personal property that has been determined to be obsolete outmoded or no longer usable by the state.

**Surrender of Parental Rights:** The legal document whereby the birth parent(s) or guardian(s) of the child voluntarily relinquishes his/her rights or rights of guardianship and responsibilities directly to the DCS, a child-placing agency or directly to the prospective adoptive parent(s) for the purpose of adoption.

**Surrogate Parent:** In the context of this manual, refers to the person appointed by the Local Educational Authority to serve on M-Team staffings in the place of parents who are unavailable or unwilling to participate. Foster parents are recognized as the student's parent for educational purposes provided that the foster parent:

- ◆ Has had student in care for one year;
- ◆ Manifests intent to serve as the parent and there is not objection from any other individual claiming the right to make educational decisions for the student.

**Suspension:** Enforced leave of absence for disciplinary purposes.

**Syphilis:** The incidence of syphilis has increased and decreased dramatically in recent years, with more than 11,000 cases reported in 1996. The first symptoms of syphilis may go undetected because they are very mild and disappear spontaneously. The initial symptom is a chancre; it is usually a painless open sore that usually appears on the penis or around or in the vagina. It can also occur near the mouth, anus, or on the hands. If untreated, syphilis may go on to more advanced stages, including a transient rash and, eventually, serious involvement of the heart and central nervous system. The full course of the disease can take years. Penicillin remains the most effective drug to treat people with syphilis.

## T

**Technology Asset:** A hardware or software product that is purchased to support or enhance a business process.

**Telecommuter:** DCS employee who telecommutes.

**Temporary Assistance to Needy Families (TANF):** is the federal financial assistance or “welfare” program. In Tennessee, it is called “Families First.”

**Temporary Custody:** The legally ordered status of a child when an adult or an agency receives physical care, control, and supervision of a child for a limited time. Temporary custody is subject to the remaining rights and duties of the parent or guardian and to any limitations in the Court's order.

**Temporary Holding Resource (THR):** A public or private short-term (72 hours, exclusive of non-judicial days) placement alternative for children pending adjudication, or dispositional placement, or pending return to a dispositional placement. These facilities are primarily staff secure and house no more than eight children.

**TennCare:** TennCare is the state of Tennessee's Medicaid program that operates with special provisions for eligibility under a waiver granted by CMS (Centers for Medicare and Medicaid). TennCare is a program that provides medical assistance for certain individuals and families with low incomes and resources, as well as individuals who are uninsured or uninsurable. Individuals enrolled in TennCare are assigned to MCCs (managed care companies) who manage the administration of the benefits and coverage.

**TennCare rate:** The rates established by TennCare (Medicaid) or any subsequent plan for a particular medically necessary service or treatment.

**Tennessee Claims Commission:** A commission of three commissioners appointed by the governor, one from each of the three “Grand Divisions” of the state, to hear and make determinations of claims appealed from the division of Claims Administration, and claims referred by and any claim not settled by the division of claims Administrator within the time set by statute.

**Tennessee Commission on Children and Youth (TCCY):** The Tennessee Commission on Children and Youth is an independent agency created by the Tennessee State Legislature whose primary mission is to advocate for improvements in the quality of life for Tennessee children and families. TCCY staffs and coordinates 9 regional councils that address the local needs of children and families, provide organizational structure for statewide networking on behalf of children and families and provide local input to the commission. The policy-making body of TCCY is a 21-member commission whose members are appointed by the governor. At least one member is appointed from each of Tennessee's 9 development districts. Five youth advisory members meet the federally mandated composition required for a state advisor group.

**Tennessee Department of Children's Services (DCS):** The State of Tennessee Government Department that was created in July 1996 by consolidating children's services programs from six separate departments. DCS has the responsibility for protecting children from abuse and neglect, providing temporary care for children who cannot safely remain in their own homes, providing permanent homes for those children who are legally free for adoption, and rehabilitating delinquent youth through residential treatment and community-based programs.

**Tennessee Department of Human Services (DHS):** The State of Tennessee Government Department that provides a quality system of coordinated human services to Tennesseans and enable them to achieve self-sufficiency. These services include Family Assistance, Social Services, and Rehabilitation Services.

**Tennessee Driver License Classifications:**

**Class D:** Operators of regular passenger vehicles, pick-up trucks, or vans.

**Class D with F (For hire endorsement):** The operator's main job is to drive or transport people in a Class D Vehicle.

**Class A, B, or Commercial:** Operators of large vehicles generally described as any vehicle or combination of vehicles weighing more than 26,000 pounds. A Commercial Driver's license is required of vehicles designed to transport more than fifteen (15) passengers including the driver, or if the vehicle is used as a school bus.

**Tennessee Youth Advisory Council:** A youth-driven organization consisting of youth in custody, youth who were formerly in care and adult partners experienced in the system of foster care. Through youth helping other youth, members are committed to working together to improve the system by identifying problems, influencing policy, and making positive changes for the youth they represent.

**Terminal Condition:** Any disease, illness, injury or condition, including, but not limited to, a coma or persistent vegetative state, sustained by any human being, from which there is no reasonable medical expectation of recovery and which, as a medical probability, will result in the death of such human being, regardless of the use or discontinuance of medical treatment implemented for the purpose of sustaining life, or the life process.

**Therapeutic Abortion:** Abortions that are recommended by a health care provider to protect the mother's physical or mental health.

**Threatening of Staff:** Any explicit act by a student, whether verbal or non-verbal, which constitutes potential danger to staff. Mere words, spoken with no appearance of any intention to carry out the threat, are not an offense in this category.  
**DOE**

**Time-out:** A process in which a child or adolescent can calm down and/or self-reflect, usually by being quiet and disengaging from current stimuli. The time-out will be time-limited and may be conducted with or without removing a child from peers or the immediate area. It may be initiated at the child or staff's request or directed by staff.

**Title IV-B:** Federal reference requirement to utilize state funds.

**Title IV-D:** A section of the Social Security Act that requires the Department to seek child support.

**Title IV-E:** A section of the Social Security Act that provides funding for the maintenance of children in foster care who meet certain AFDC eligibility criteria and who meet certain legal requirements, e.g., best interests, reasonable efforts. Title IV-E also supports some DCS salary and administrative costs.

**Title II Funds:** Funds made available from the Social Security Administration for the care and maintenance of a child having a deceased, aged, or disabled parent(s), as provided in Title II of the Social Security Act.

**Title IV-E:** The maintenance payments made for eligible children in foster care family homes or child care institutions housing up to 25 people, and that portion of the title which permanently authorized States to develop adoption assistance agreements with the adoptive parents of children with "special needs". A maintenance payment is the expenditure for room, board, clothing and food.

**Title XVI Funds:** Supplemental security income (SSI) funds made available from the Social Security Administration for the care and maintenance of a child with a disability, as provided in Title XVI of the Social Security Act.

**Title XIX:** Medical assistance (Medicaid) provided under Title XIX of the Social Security Act.

**TN Kids:** A statewide database application developed by the TN Department of Children's Services to provide efficient access to information about children and families served by DCS.

**Topical:** Applied externally.

**Tennessee Occupational Safety and Health Act of 1972 (TOSHA):** Tennessee Legislation that established safety and health monitoring of all Tennessee businesses and industries (TCA 50-3-101, et seq.). TOSHA strives to save lives, prevent injuries and protect the health of Tennessee workers. Staff establishes protective standards, enforces those standards and reaches out to employers and employees through technical assistance, training and consultation programs. The Occupational Safety and Health Division of the Tennessee Department of Labor administers the TOSHA program.

**TN KIDS:** The DCS information management system on children and families in DCS custody.

**Toxic:** A substance that, through chemical reaction or mixture, can produce possible injury or harm to the body by the entry through the skin, digestive tract, or respiratory tract. The toxicity is dependent on the quantity absorbed and the rate, method and site of absorption.

**Training:** An organized, planned, and evaluated activity designed to achieve specific learning objectives and includes requirements for completion, attendance recording, and a system for recording completed training. Types of training may include formal classroom instruction; on-the-job training under the direction of an instructor; training meetings or conferences that include a formal agenda and instruction by a qualified teacher, supervisor, or official; manual training; physical training, etc. *Staff meetings* and *supervisory conferences* are not considered training.

**Transcript:** Record of school completion by course as required by Tennessee Department of Education's Rules, Regulations and Minimum Standards for high school graduation.

**Transfer (Employee):** A change from one position in a classification to a vacant position in the same classification.

**Transfer (Student):** The movement of a student's supervision and case record from one officer to another officer either within the same region or in another region.

**Treatment Team:** Treatment teams are a group of Youth Development Center and DCS Group Home staff assigned from the youth's developmental program areas and include the youth's parent/guardian and the youth. These individuals oversee the provisions of the youth's individual program. The treatment team also monitors and supports the progress of the youth during his/her placement. The Treatment Team will include, but not be limited to the following:

**The Youth** - The youth attends his/her staffing and participates in the evaluation and planning. It shall be explained to the youth that the IPP is his or hers, not the facility's. The youth must invest in the program in order to experience success.

**Team Leader** - The treatment team leader in most cases is the assigned Case Manager. This member is responsible for directing the team in developing, implementing, monitoring and amending the INDIVIDUAL PROGRAM PLAN. This member schedules and chairs staffings, receives progress reports from other members and writes the staffing report.

**Education Representative (ER)** - This member is a teacher and/or an Education Specialist holding a valid Tennessee Teaching License. The ER collects and presents youth related reports from academic and vocational teachers. The ER prepares the youth's evaluation reports and monitors progress. For youths who require SPECIAL EDUCATION SERVICES, the ER will consult the special education teacher for information that is needed by the treatment team.

**Living Unit Representative** - This member monitors progress of the youth in the group life environment and responds to the same in program planning (DCS Group Home Food Service Stewards only can be a voting member for youth staffings).

**Home County Case Manager** - The DCS case manager who is assigned primary responsibility for working with the child/youth and the family will be invited to attend staffings.

**Parent/Guardian** - The parent/guardian must be invited to attend the Initial Program Staffing, Quarterly Staffing and Release Staffing for the youth. However, staffings can proceed if parent/guardians do not

attend. Parents/guardians are always considered important in treatment planning and they maintain certain parental rights.

**Other Participants** - Staff representation from the medical, mental health, vocational, recreational and legal resources will be asked to attend staffings, as the team requires.

**Trial Visit:** The return of physical custody of the child for a specific time period to a parent, relative or other appropriate individual to determine whether legal custody should be granted to that parent, relative, or other appropriate individual; however, the state retains legal custody during the trial visit period.

**Trust Fund Custodian:** An employee designated by the facility administrator/superintendent to maintain the trust fund account.

**Tuberculosis Disease:** When person develops the symptoms and is diagnosed by doctor/clinic as having tuberculosis. Person is contagious.

**Tuberculosis Infection:** When skin test is positive but a person presents no other symptoms of tuberculosis, they are infected with the bacilli. Person is non-contagious.

**Type I Visitor:** Immediate family members, including parents, siblings, grandparents, half-siblings, step-parents, spouse, children, or other family members who have had custody of the youth and other significant family or extended family members.

**Type II Visitor:** Other persons not defined as Type I Visitors who do not function in a professional capacity or who are not approved volunteers who desire to visit a youth while he/she is placed in a group home.

## U

**Under Water:** A medication which is abusable may be administered “under water” at the order of the prescriber by placing the medication in a small cup of water for several seconds prior to administration. This procedure is used to minimize abuse by ‘tonguing’ the medication for hoarding, selling, etc.

**Unfounded Classification:** Investigation disposition that determines there is insufficient evidence under State law or policy to conclude that the child has been maltreated or is at risk of being maltreated. An equivalent term would be “Unsubstantiated” or “Not Substantiated.”

**Unruly Child/Youth:** An unruly child is one in need of treatment and rehabilitation who habitually and without justification is truant from school while subject to compulsory schools attendance under TCA 49-6-3007; or habitually is disobedient of the reasonable and lawful commands of the child’s parent(s) , guardian, or other legal custodian to the degree that such child’s health and safety are endangered; or commits an offense which is applicable only to a child; or is a runaway- a child who is away from the home, residence, or any other residential placement of his parent(s), guardian, or other legal custodian without their consent.

**Use of Obscene Language:** The use of language which contains words commonly considered to be curse words, whether or not addressed toward a particular person.

**User:** A person that uses the computer.

## V

**Verification of Birth:** A certificate of live birth.

**Verification of Disability:** The youth has received an individual assessment, has been certified as having a disability(ies), and has been determined by the program staffing team to be in need of special education services.

**Visitation:** Regular contact between a child/youth and his/her parents as mandated and defined by federal foster care legislation. Any dependent/neglected, unruly or delinquent child/youth placed in foster care must be granted an opportunity for a minimum of four (4) hours visitation each month, which may be supervised or unsupervised. Please note, however, that any visitation by delinquent youth that involves a return to the home community for a period of time and is unsupervised by program staff, the consent of the committing Court is required unless the Court has declined or failed to exercise the authority granted in T.C.A. §37-5-106 (4).

**Vital Records:** A record necessary to continue the operation of an agency in case of disaster or emergency. These records must have a retention schedule (RDA) approved by the Public Records Commission denoting this designation.

**Vocational Education:** A systematic plan of instruction and hands-on application to train a youth in a skill or trade.

**Voluntary Return:** This relates to the return of the juvenile runaway, escapee, or absconder (under Article VI) to his home state and denotes that he consents to return there voluntarily.

**Volunteer:** A person who contributes services to the DCS without direct monetary rewards from the DCS and shall be considered an unpaid staff member according to TCA.

**Volunteer Chaplain:** A duly ordained representative of legitimate religious practice responsible for providing pastoral care and non-sectarian religious leadership within an institution or community residential program.

**Volunteer Coordinator:** A staff person assigned the responsibilities related to recruiting and training volunteers, and coordinating volunteer activities for that site.

**Volunteer Supervisors:** Staff person to who provides direct supervision of a volunteer.

## W

**Waiver:** Granted to an individual who is licensed to teach but lacks the appropriate subject endorsements. A person with a waiver must submit a two-year plan to remove the deficit.

**Warrant (Fiscal):** A writing which serves as authorization for the payment of money when presented to a financial institution.

**Weapon:** Any hand gun, rifle, shotgun, knife, bow and arrow, and/or any other instrument which by its nature or fashion is capable of causing death or serious bodily harm. **DOE**

‘Weapon’ means any dangerous instrument or substance, which is capable of inflicting any injury on any person. *TCA 49-6-4202(1)* **Education; School Security Act**

**Weekend Pass:** An authorized absence from the facility during the weekend lasting from at least overnight up to five days.

**Willful Abandonment:** A period of four consecutive months immediately preceding the filing of a proceeding or pleading to terminate the parental rights of the parent(s), guardian(s) of the child who is the subject of the petition for termination of parental rights or adoption, that the parent(s) or guardian(s) either have willfully failed to visit or have willfully failed to support or make reasonable payments toward the support of the child.

This term may also be used to describe the abandonment of a biological or legal father who has either willfully failed to visit or willfully failed to make reasonable payments toward the support of the child's mother during the four months immediately preceding the birth of the child.

This term may also be used to describe the willful abandonment of an incarcerated parent or guardian who willfully failed to visit or has willfully failed to support or make reasonable payments toward the support of the child for four consecutive months immediately preceding such parent's or guardian's incarceration to the parent or guardian has engaged in conduct prior to incarceration which exhibits a wanton disregard for the welfare of the child.

**Withholding Medical Treatment (CPS):** The failure to respond to the infant's life threatening conditions by providing treatment (including appropriate nutrition, hydration, and medication) that, in the treating physician's reasonable medical judgment, will most likely ameliorate or correct the conditions.

**Worker's Compensation Claim:** A request by a state employee, or the estate of a deceased state employee for compensation for injuries received or death caused in and out of the course and scope of employment (performance within the line-of-duty), whether such injury or death was accidental or otherwise.

**Worksite:** The location at which the employee performs his/her job duties. This must be the same site as the applicable institution, hospital, facility, etc.

**Worship:** For the purposes of DCS, an activity conducted by or under the direction of an institutional chaplain or approved volunteer which is designed specifically for the purpose of exercising religious beliefs.

**Wraparound Funds:** Funds used to provide appropriate support for living arrangements that will lead towards permanency for children and youth in DCS custody.

**Written Reprimand:** A letter written to admonish the conduct of an employee. The admonishment may be for conduct in the performance of duties or for personal conduct. This shall not be confused with normal employee counseling in that the written reprimand advises that employee that more serious disciplinary actions could result from such continued behavior. The terms written reprimand and written warning may be used interchangeable.

XYZ

**Youth Development Center:** A hardware secure facility that houses children who have been adjudicated delinquent and who meet the criteria as established by the department for placement at such facility. *TCA 37-5-103*

**Youth Development Center Property Officer:** A staff person designated by the Superintendent to be responsible for the daily management and oversight of all state property in their respective youth development center.

**Youth Eligible for Special Education Services:** A school age child determined by an M-team (Multidisciplinary Team) to be unable, because of physical and/or mental impairments, to be educated appropriately in the regular school program without the provisions of special education and related services. Included is any child who would otherwise be determined to be: (1) mentally retarded, (2) speech and/or language impaired, (3) hearing impaired, (4) visually limited, (5) physically

impaired (6) health impaired, (7) specific learning disabled, (8) seriously emotionally disturbed, (9) multiple disabilities, (10) intellectually gifted, (11) autistic, (12) traumatic brain injuries, (13) functionally or developmentally delayed, or any other child whose needs and abilities cannot be served in a regular classroom setting. This term includes all children who are defined as disabled pursuant to federal and state laws (PL 94-124 and TCA 49-10-101 through 49-10-1001).